



NATIONAL TENDERING PLATFORM (eTenders)

D17. USER MANUAL FOR CONTRACTING AUTHORITY

IRISH EPROC 2022

Date: 30/05/2023

Doc. Version: 1.2



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Acronyms / Abbreviations

Acronym / Abbreviation	Explanation
CA	Contracting Authority
CAPC	Contracting Authority Procurement Coordinator
CAPCA	Contracting Authority Procurement Coordinator Assistant
CAPO	Contracting Authority Procurement Officer
CfT	Call for Tender
CPV	Common Procurement Vocabulary
EO	Economic Operator (supplier)
EO Admin	Economic Operator (supplier) Administrator
EO User	Economic Operator (supplier) User
FA	Framework Agreement
MEAT	Most Economically Advantageous Tender
NUTS	Nomenclature of Territorial Units for Statistics
PDF	Portable Document File
PIN	Prior Information Notice
PO	Procurement Officer
PO/ES	Procurement Officer Evaluating Staff
PO/ESR	Procurement Officer Evaluating Staff Responsible
PO/OS	Procurement Officer Opening Staff
PO/TC	Procurement Officer Tender Coordinator
SA	System Administrator
SC	Specific Contract (in the context of an FA or DPS)
TED	Tender Electronic Daily
WS	Workspace
XML	extended Markup Language
WebTPT	Web based Tender Preparation Tool
TCO item	Total Cost Ownership of a product / item. Complex price element.



Document Control Information

Settings	Value
Document Title:	User Manual Contracting Authority (UM)
Project Title:	IRISH EPROC 2022
Document Author:	EUROPEAN DYNAMICS
Project Owner:	OGP
Project Manager:	Vincent Herry
Doc. Version:	1.2
Sensitivity:	
Date:	30/05/2023

Document history:

The Document Author is authorized to make the following types of changes to the document without requiring that the document be re-approved:

- Editorial, formatting, and spelling

Revision	Date	Created by	Short Description of Changes
1.0	17/02/2023	EUROPEAN DYNAMICS	Document Creation
1.1	17/05/2023	EUROPEAN DYNAMICS	Document Update
1.2	30/05/2023	EUROPEAN DYNAMICS	Document Update

1 eTenders workflow

The following terms are widely used within the eTenders platform:

- **Captcha** is a type of challenge-response test used to ensure that the response is not generated by a computer.
- **Archived WS List** is a list of completed Call for Tenders which have been archived by the user.
- **Tender Package** is the supplier's response (i.e. offer) in a Call for Tender (e.g. CFT).
- **Timestamp** is a marking of the time and date on which the tender response was uploaded to the platform. A similar timestamp is used when a bid is submitted during an eAuction.
- **Bid** corresponds to an offer submitted during an eAuction event.
- **One Envelope** - Each response will be combined into a single envelope. The opening of the response will be performed simultaneously for all sections of the response (eligibility criteria, technical and financial envelope).
- **Two Envelopes** -Each response will be separated into two envelopes. The opening of the eligibility criteria and technical envelopes. The financial envelopes are then only opened for suppliers who have passed the eligibility and technical criteria.

The following deadlines are widely used within the system:

- **Time-limit for receipt of tenders or requests to participate (mandatory):** Deadline for the Economic Operators to submit their tender responses.
- **Deadline for dispatching invitations (optional):** The deadline for issuing invitations for specific Tenders (e.g. Mini Competitions, Call for Tenders, DPS Tenders or Simplified Procedures).
- **Request for clarification From (mandatory):** The starting date of the clarification forum on which suppliers can ask for further clarifications.
- **Request for clarification To (Mandatory):** The final date of the clarification forum on which suppliers can ask for further clarifications.
- **Tenders Opening Date (optional):** The date for opening tender responses. By default, this date cannot occur prior to the Tender Response Deadline.

The following figure provides a description of the workflow that the Contracting Authority and Economic Operators users can follow through the system in order to perform a complete procurement process.

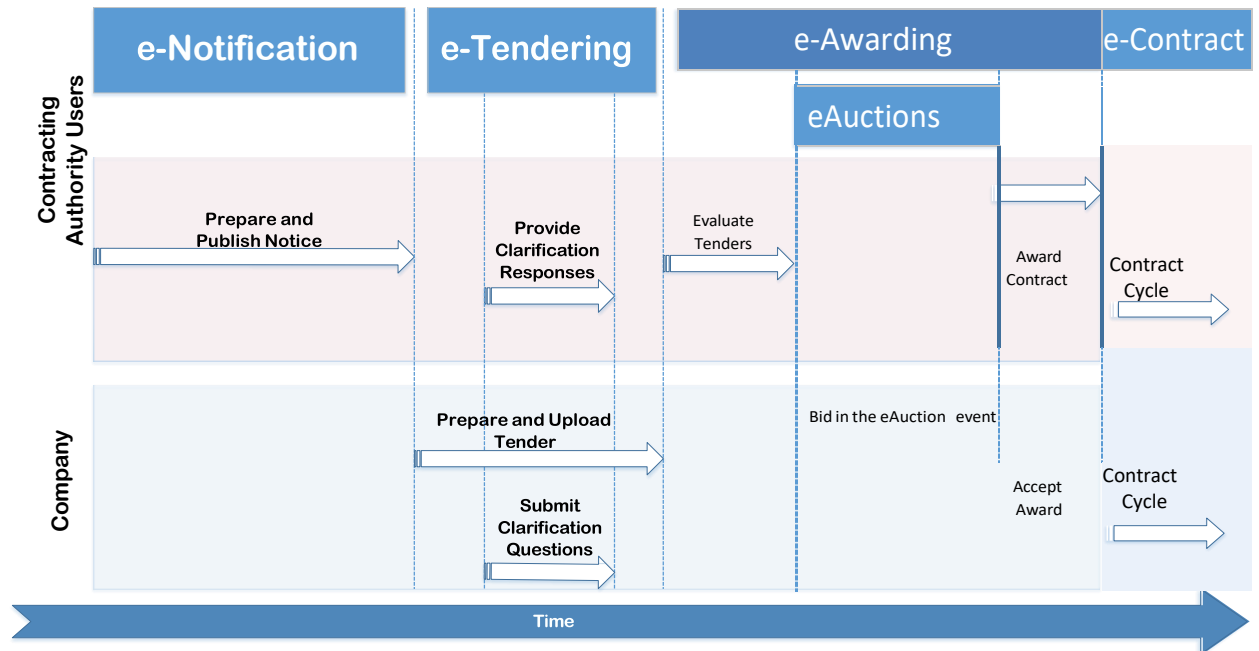


Figure 1 : Workflow of Contracting Authority and Economic Operator users

2 General Functionality


2.1 General use guidelines





The eTenders platform provides the following common navigation behaviour / functionality:

- Tabular display: Any data displayed in tabular format will have the following header information, which helps the user to navigate the platform.




CFT Title ▲▼	CFT ID ▲▼	Task ▲▼	Status ▲▼	Cycle ▲▼	Deadline ▲▼	Estimated Value ▲▼	Assigner ▲▼
--------------	-----------	---------	-----------	----------	-------------	--------------------	-------------

Figure 2 : Example of a Table header

- The arrows are used for sorting the results in ascending or descending order according to the field selected. The grid button  is used to hide/ show a number of fields in the table.
- Any search query or list, with more than a page of results, will include the following navigation buttons:

	First Page
	Last Page
	Previous Page
	Next Page

- The following buttons are also widely used within eTenders:

	Calendar Button - Opens a calendar that enables the user to select a date
	Search Button - Opens a window with search engine enabling the user to search for various codes (e.g. CPV and NUTS codes)
	Clear Button - Clears the previous selection of the user

2.2 The Show CfT Menu functionality

The **“Show CfT Menu”** contains all options available to a user for a specific workspace of a Call for Tender at a given time. The **“Show CfT Menu”** is collapsed by default.

CFT: PROCUREMENT OF HOSPITAL INFORMATION SYSTEM

Show CfT Menu ▾

Figure 3 : Show CfT (collapsed)

If the user clicks on the **“Show CfT Menu”**, the menu shows all of the provided options. The options that provided are related to CfT status and also to the user rights.

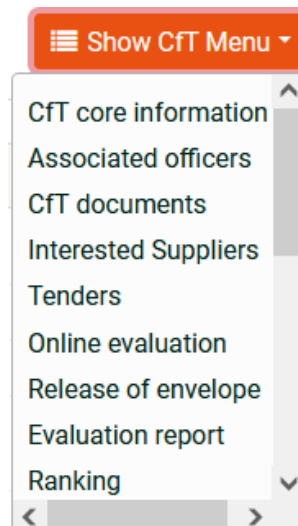


Figure 4 : The Show CfT Menu (CAPC user & Awarded CfT status)

Clicking on the **“Show CfT Menu”** button again, the menu is collapsed.

2.3 eTenders Main Page

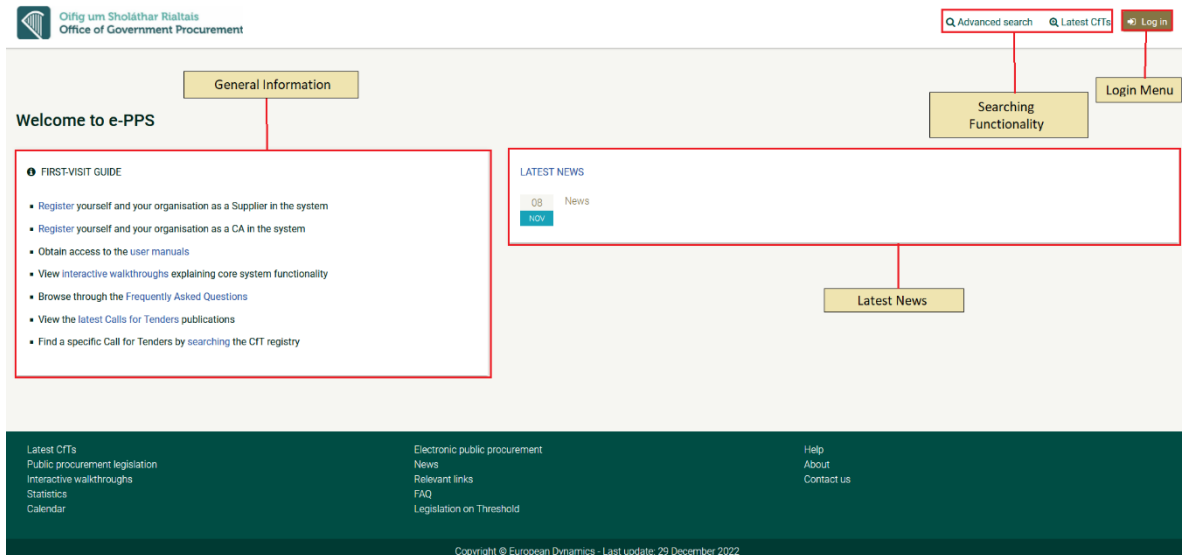


Figure 5 : Main eTenders page

The main page of the eTenders platform contains the functions to allow a user access all aspects of the platform, such as:

- **Top right corner**, which contains the Login menu and a part allowing the access to a **search functionality**.
- **Central section**, which contains general information regarding the system, such as the functionality for the **registration** of Economic Operators and contracting authorities, access to the download of the User manuals, etc..
- **Bottom Static footer** of the main page which provides functionalities accessible from all pages of the eTenders platform. This section includes links towards **Interactive walkthroughs, Frequently Asked Questions, Latest News**, etc.
- **Search Functionality:** This section allows users to access the search engine in order to retrieve call for tenders, users or organisations information.
- **User registration functionality:** This section allows the registration of users and organisations
- **Interactive walkthroughs:** This section allows to download video tutorial describing the system functionality
- **Published Tender:** provides information on latest tenders published through the system
- **Frequently Asked Questions:** This section gathers questions already collected about the system and their respective answers
- **Latest News:** provides important information about the system.

The fundamental sections of the main page are further described in the following pages.

2.4 Translation Functionality

On the main page, before and after the user's login action, the system displays the translation functionality, where the user can, at any moment, change the display language. The supported languages from the system are English (EN) and Gaelic (GA).



Figure: Translation on Main page before log in

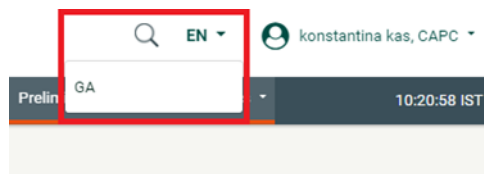


Figure 6: Translation in Main page after log in

2.5 Login Section

The Login Panel enables all users (Contracting Authority, Economic Operators and System Administrators) to log into the system provided that they possess valid credentials (username and password). Also, functionality for recovering a user's password is provided.

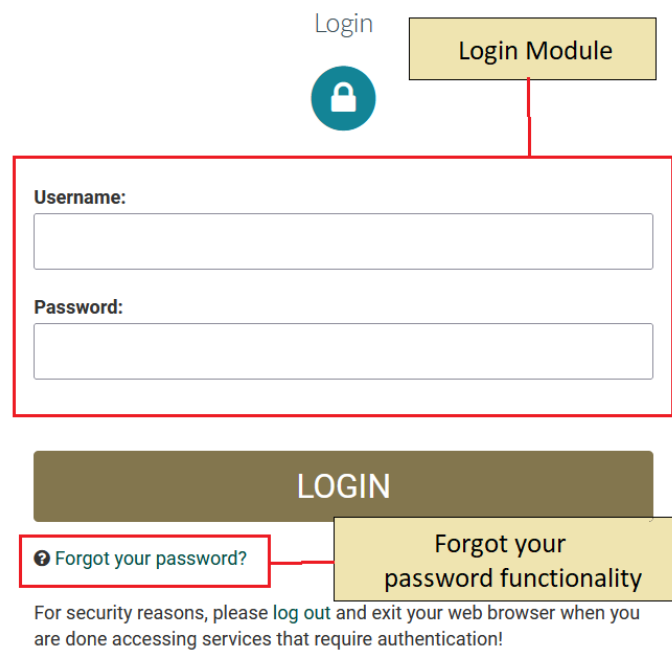


Figure 7: Login Panel

2.6 Search Section



Figure 8: Main search panel

CFT Organisation

Title ⓘ

Name of Contracting Authority ⓘ

Procurement Type ⓘ

Deadline for tender submission ⓘ
From: To:

CPV codes ⓘ

Estimated value (EUR) ⓘ
Min: Max:

Tenders Opening Date ⓘ
From: To:

CFT CA Unique ID ⓘ

Workspace Status ⓘ

Procedure ⓘ

Description ⓘ
Maximum characters: 50000.

NUTS codes ⓘ

Publication date ⓘ
From: To:

Figure 9: Advanced Search for anonymous users

The users can access this section to search for Call for Tenders and Organisations with Advanced Search functionality or to make a quick search for the latest opportunities (CfTs).

2.7 Logging into the platform for the first time

When a user logs into the eTenders platform for the first time, as a first step, the user will have to provide the transaction number (which is received by email after his successful registration on the platform).

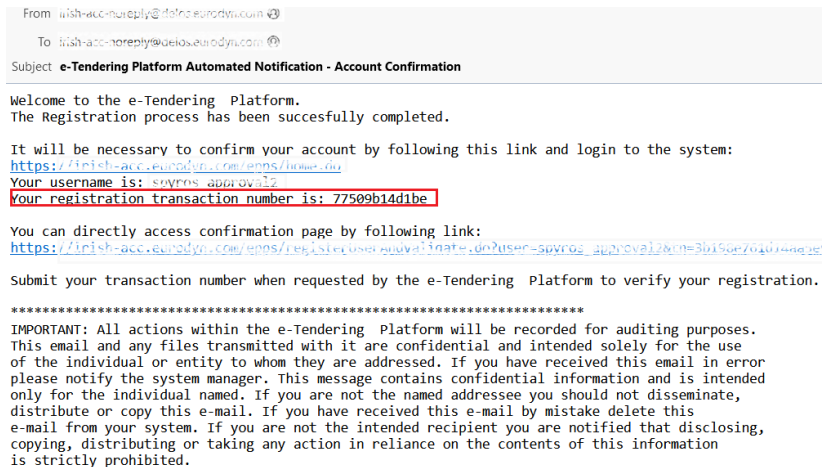


Figure 10: Confirmation email received during registration

1. As part of the initial login phase, once the user has provided their access credentials, they will be requested to input their unique registration transaction number, which they have received separately via email as the Figure 10: Confirmation email received during registration above.

Transaction Number

IDENTIFICATION NUMBER

Please, enter the transaction number you received by e-mail *

SUBMIT

Figure 11: Provision of the transaction number

2. Next, the user is prompted to read and accept the following System User Agreement:

Accept agreement

Please read below eSourcing User Agreement ("license") carefully before using the eSourcing system.
 By using the system, you are agreeing to be bound by the terms of this license.
 If you do not agree to the terms of this license, do not use the software. If you do not agree to the terms of the license, please decline the agreement.

[eSourcing User Agreement.doc](#)

ACCEPT REJECT

Figure 12: Confirmation of the user agreement

3. Then, the user is prompted to navigate to their homepage.

2.8 Password recovery

The user can recover the password through the “**Forgot your password**” functionality available from the login module. To trigger the password reset functionality, the system requires the user to provide the username in the following screen.

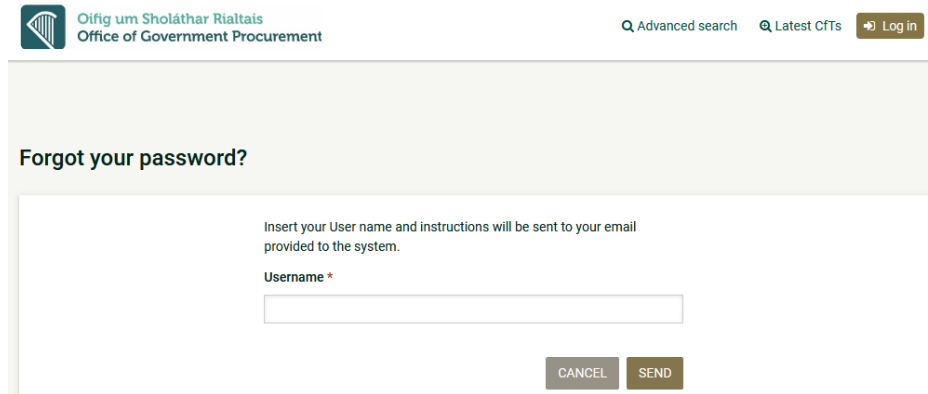


Figure 13 : The user inserts his username

If the provided username is valid, the system sends an email to the associated address, containing a transaction number and a unique generated access link.

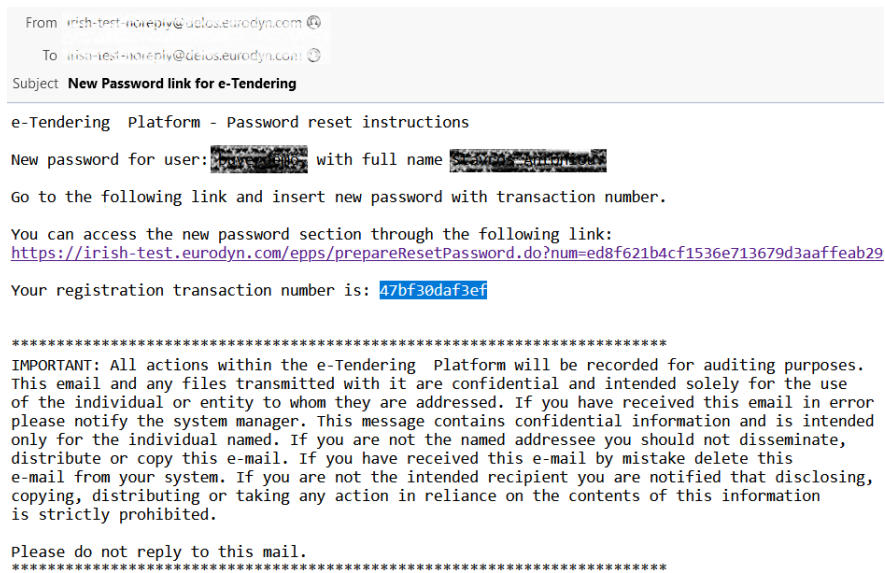


Figure 14: The system sends an email containing a registration transaction number as well as a unique access link

In order to reset the password, the user accesses the provided link and populates the new password as well as the received transaction number.

Reset password

Password *

.....

[Password Rules](#)

Re-enter Password ⓘ *

.....

Passwords match

Please, enter the transaction number you received by e-mail *

47bf30daf3ef

CLEAR FINISH

Figure 15: Resetting the password

2.9 Logging into the platform

Registered users of eTenders must provide their credentials in the login section in order to log into the platform.

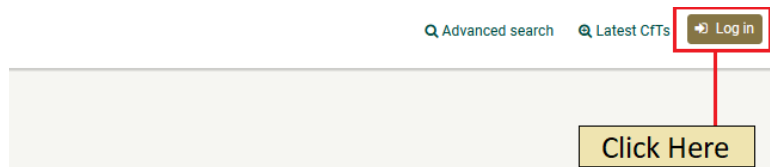


Figure 16: Login button

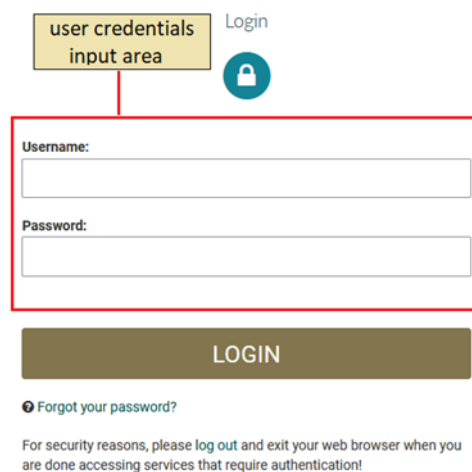
A screenshot of the login form in the CAS system. The form includes a 'Login' header with a lock icon, a 'user credentials input area' label, and two input fields for 'Username:' and 'Password:'. A red rectangular box highlights the entire input area. Below the fields is a brown 'LOGIN' button. Underneath the button, there is a link for 'Forgot your password?' and a security notice: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!'.

Figure 17: Login functionality in CAS

If a user provides some incorrect credentials (either user name or password) an error message will be displayed.

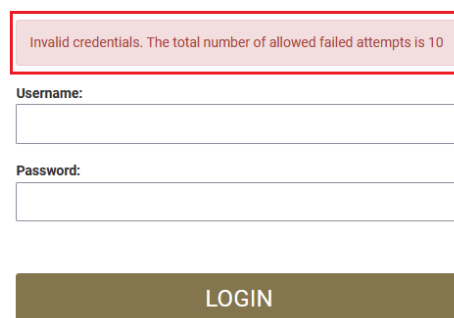
A screenshot of the login form in the CAS system after an incorrect login attempt. A red rectangular box highlights a pink error message: 'Invalid credentials. The total number of allowed failed attempts is 10'. Below the error message, the 'Username:' and 'Password:' input fields and the brown 'LOGIN' button are visible.

Figure 18: Wrong credentials

If a user provides an incorrect password for a username more than 10 times, the user account will automatically get de-activated. In this case, the user should contact the System Administrator in order to re-activate the account. This can be done by contacting the Helpdesk using the Contact us option displayed in the footer of the page.

2.10 Logging out from the platform

A user can exit eTenders platform by logging out of the platform.

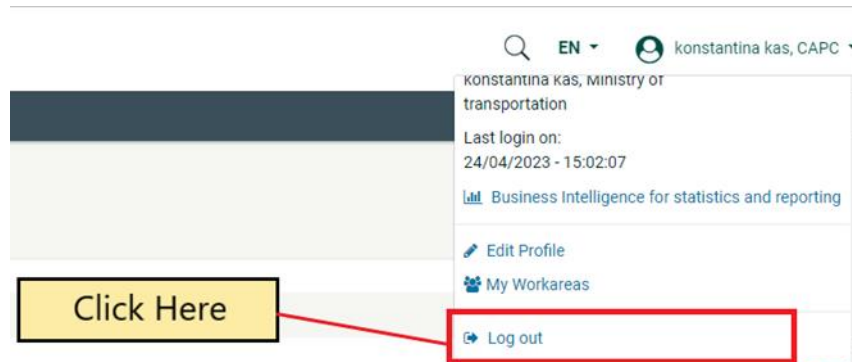


Figure 19: Logout

2.11 Maintenance of user's profile

Once logged in, the user can edit their profile by clicking the down arrow beside their name and platform profile which produces the screen below in Figure 20: Edit profile link. Click “Edit Profile” to navigate to the “Edit User” page where the user’s information can be updated.

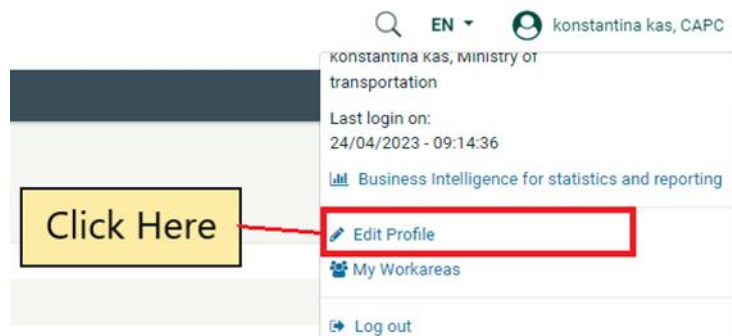


Figure 20: Edit profile link

The user can update the information fields and then, click on the “SAVE” button to store the performed modifications. In case the user’s password expires or invalidates, the user will be directed to the “Edit Account” page upon their login in order for them to provide a new password. In case the user does not provide a new password, they will not be able to have full access to the eTenders platform, e.g. access to “View Tenders” page.

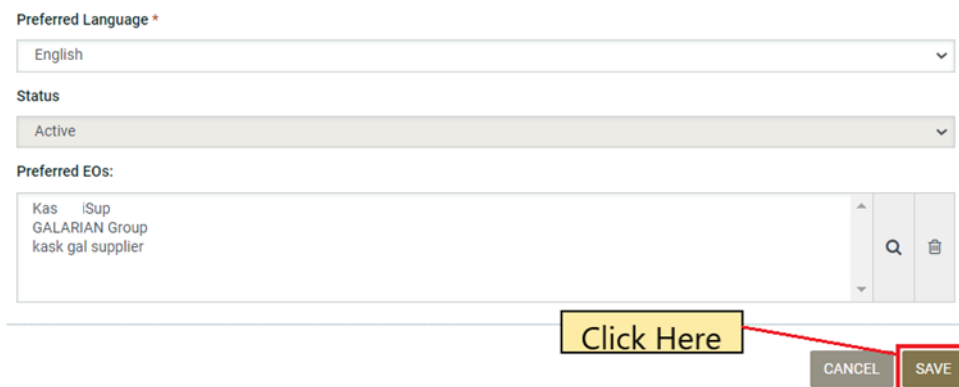


Figure 21: Edit Profile

The password configuration rules consist of the following:

- Letters (upper case/lower case) allowed to be used
- Numbers allowed to be used
- Characters allowed to be used
- Allowed login failures
- Password lifetime
- Password length (min/max)
- Password history

ⓘ Your password must be longer than 6 characters, and comprise:

- At least 1 lower-case letter
- At least 1 upper-case letter
- At least 3 digits
- At least 1 symbol among the ones supported.

PASSWORD CONFIGURATION	
UPPER CASE LETTERS:	A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z
LOWER CASE LETTERS:	a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z
NUMBERS:	0, 1, 2, 3, 4, 5, 6, 7, 8, 9
OTHER CHARACTERS:	!, @, #, \$, %
ALLOWED LOGIN FAILURES:	5
PASSWORD LIFETIME (IN MONTHS):	3
PASSWORD MIN LENGTH:	6
PASSWORD HISTORY:	20
PASSWORD STRENGTH:	weak

Figure 22: Password configuration rules

In case the password does not follow at least one password configuration the following message appears.

✖ An error has occurred:

- Password can not be less than 6 characters. [Check Password Rules](#)
- Password's strength must be at least weak. [Check Password Rules](#)
- Password contains invalid characters. [Check Password Rules](#)

Figure 23: Change password error message

2.12 Task list page Overview

The task list overview page operates as the user’s homepage on the eTenders platform. It displays the tasks/actions that the user is responsible for in respect to all the CfTs (Call for Tenders) in which they are involved. The tasks displayed are dependent upon the user’s role within the tender and the status of the tender at that point in time. Tasks can be displayed across numerous pages and the user can toggle across multiple pages using the directional arrows on the top right of the page or the user can increase the number of tenders displayed per page by increasing the results per page value on the top left of the page.

Title --	ID --	Task --	Status --	Cycle --	Deadline --	Estimated Value --	Assigner --
CK Restricted Test	26133	Accept code of conduct	Draft	1	No deadline is associated with this task	1,000,000	
CK_ESPD Test 1	22510	Accept code of conduct	Draft	1	No deadline is associated with this task	500,000	
0103	25021	Associate PO/TC	Draft	1	No deadline is associated with this task		
MC 1	8881	Associate PO/TC	Draft	1	No deadline is associated with this task	1,234	
Lots	8852	Associate PO/TC	Draft	1	No deadline is associated with this task		
Procurement of network switches A	8272	Respond to messages	Awarded	2	No deadline is associated with this task	150,000	buy2
test 2301	6883	Associate PO/TC	Draft	1	No deadline is associated with this task		
Procurement of computers for MoE	1467	Unlock Tenders	Awaiting Tender Opening	1	No deadline is associated with this task	150,000	
Procurement of Laptops 2022	1411	Respond to messages	Evaluation	1	No deadline is associated with this task	150,000	

Figure 24: List of Tasks

3 Certification Authority (Supplier Profiles & Certificates)

The Supplier Profiles and Certificates feature is managed by a Central Certificate Authority that defines the contents for the supplier profiles and certificates (template) that are allowed in the system.

Multiple profiles and/ or certificates (templates) can be supported for each supplier, whereas the Certified Users at the Central Certificate Authority can simply create one template for each certificate that is envisaged to be used in the system (across all CA organisations). After the activation of a profile/ certificate (template), the supplier user selects the type of profile to be filled in, provides the information and saves it under their organisation.

From then onwards, that data is stored under the account of the specific supplier organisation and can be utilised during the tendering process. Whenever profiles and/or certificates are requested by the POTC, as part of the tender structure, the supplier should select that they want to submit their processed profile/ certificate for the specific tender (by ticking a relevant box in the course the tender submission process).

3.1 Draft Certificate Templates

To view draft certificate templates, a **Certifier User** selects the “Draft Certificate Templates” option in the CCA Administration menu. This menu is only accessible to users having this particular **Economic Operator Certifier** role under the CENTRAL COMPETENT AUTHORITY (CCA) organisation.

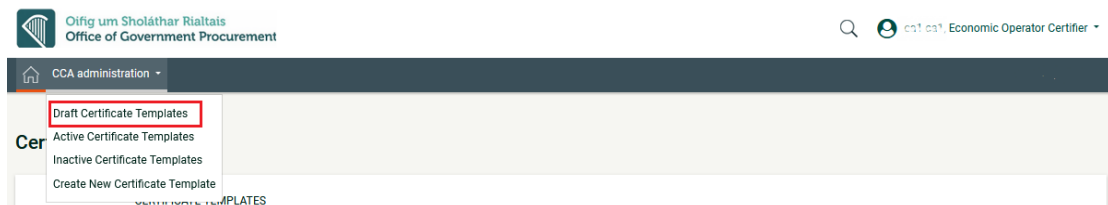


Figure 25: “Draft Certificate Templates” option in the “CCA Administration” menu

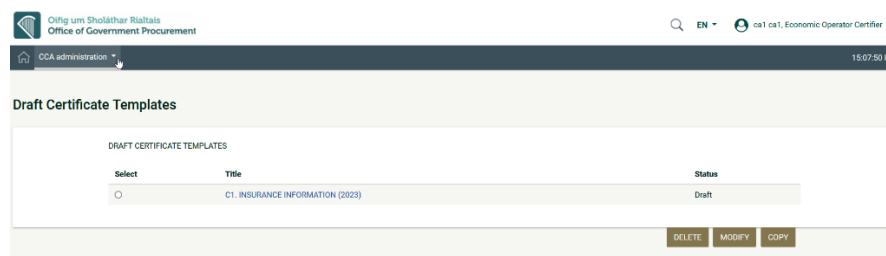


Figure 26: View Draft Certificate Templates

The Certifier User next selects a draft certificate template and selects to either copy, modify, or eventually delete it.

3.2 Active Certificate Templates

To view active certificate templates, a Certifier User selects the “Active Certificate Templates” option in the CCA Administration menu. This menu is only accessible to users having this particular **Economic Operator Certifier** role under the CENTRAL COMPETENT AUTHORITY (CCA) organisation.

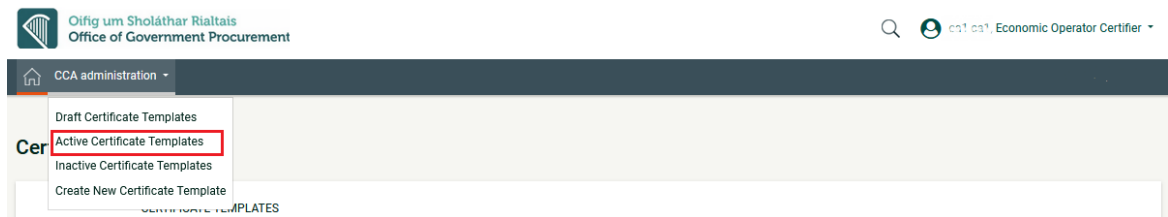


Figure 27: “Active Certificate Templates” option in the “CCA Administration” menu

Active Certificate Templates are of status **Final** meaning that they can be selected and introduced by Contracting Authorities for use within procurement workspaces.

To deactivate a certificate template, a Certifier User selects one and clicks on the “**DE-ACTIVATE**” button.

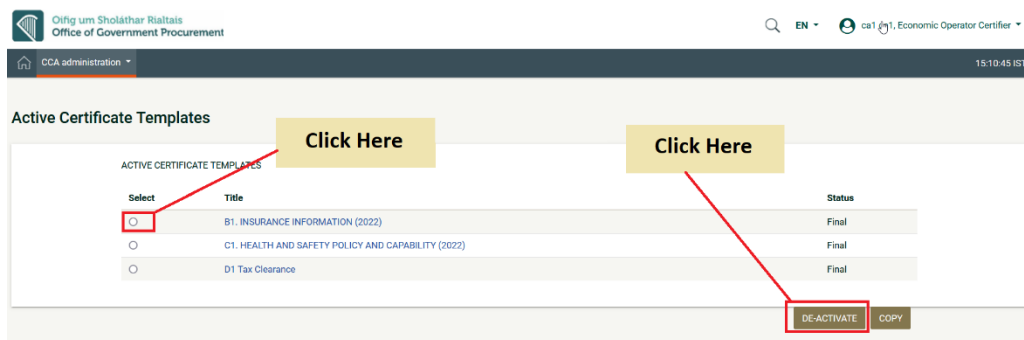


Figure 28: Active (Final) Certificate Templates

Next, they provide the reason for the deactivation and click on the “**DE-ACTIVATE**” button to confirm the action.

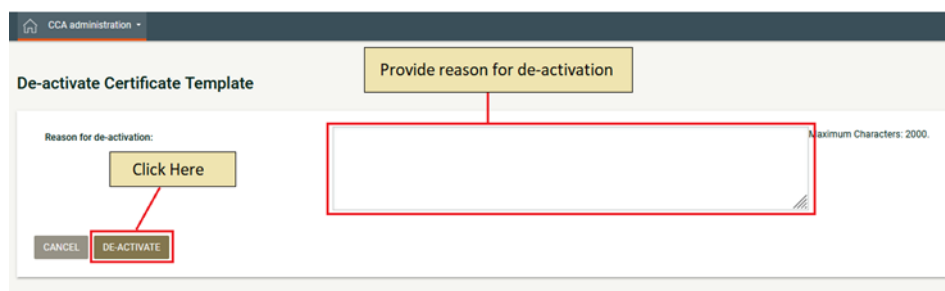


Figure 29: Deactivate Final Certificate Template

3.3 Create New Certificate Template

To create new certificate templates, a Certifier User selects the “Create New Certificate Template” option in the “CCA Administration” menu. This menu is only accessible to users having this particular **Economic Operator Certifier** role under the CENTRAL COMPETENT AUTHORITY (CCA) organisation.



Figure 30: “Create new Certificate Template” option in the “CCA Administration” menu

1. A Certifier User provides the name for the certificate template.

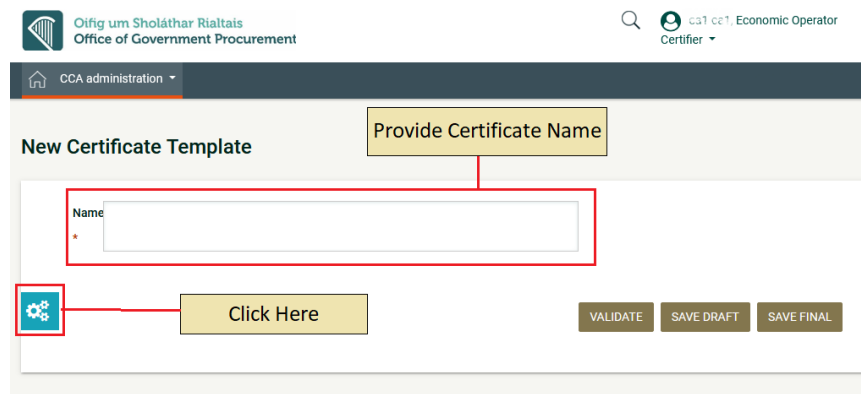


Figure 31: Provision of name in a new Certificate Template

2. Next the sections, subsections, and criteria are provided through clicking on the tools button displayed in the left hand side.

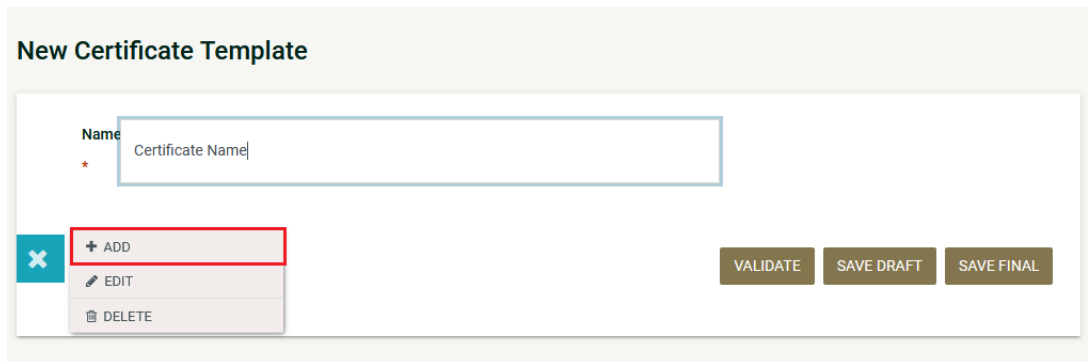


Figure 32: Provision of sections, subsections and criteria in a new Certificate Template

The user chooses the type of criteria and fills the form.

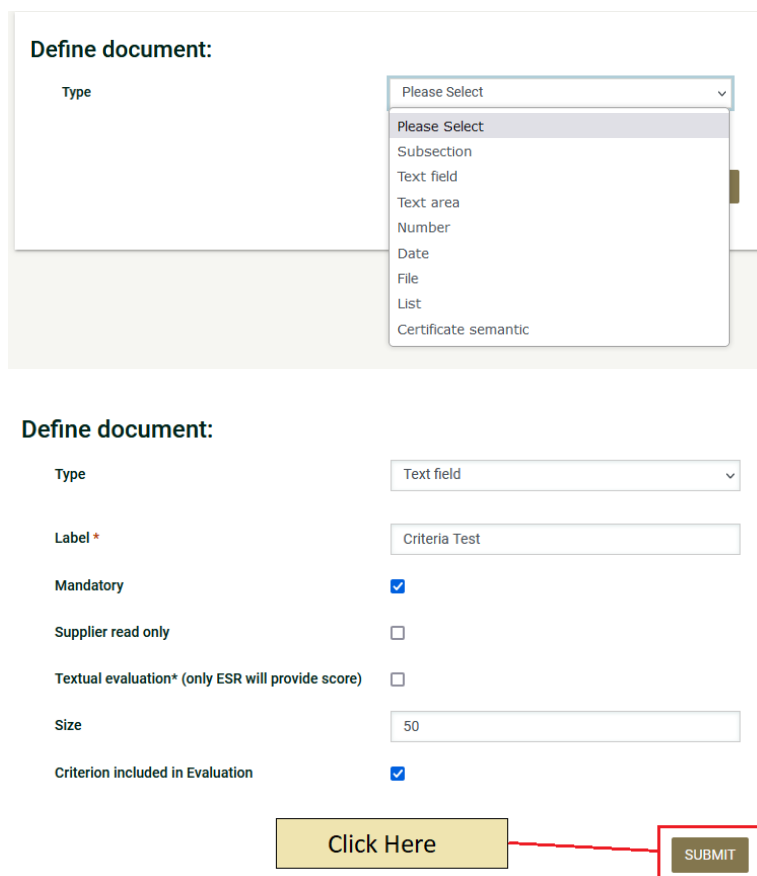
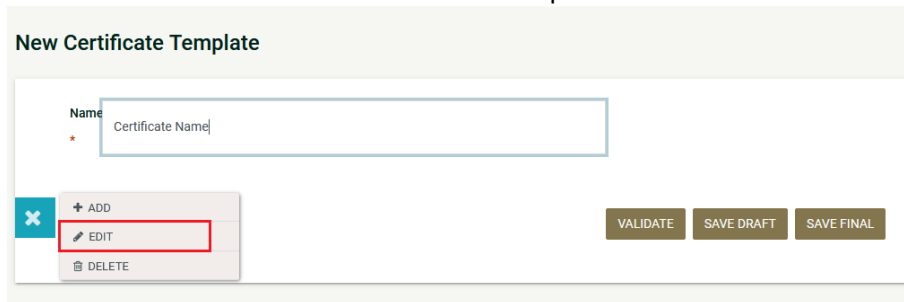


Figure 33: Add Text criterion in a Certificate Template

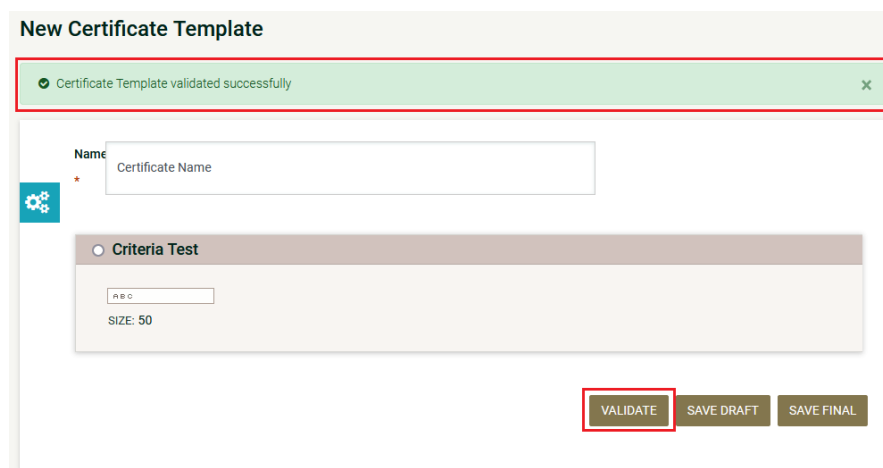
3. In order to **edit** an imported section, subsection or criterion, a Certifier User should click on the tools button and select the “Edit” option.



The screenshot shows a web form titled "New Certificate Template". At the top, there is a text input field labeled "Name" with the placeholder text "Certificate Name". Below the input field is a toolbar with three options: "+ ADD", "EDIT" (highlighted with a red box), and "DELETE". To the right of the toolbar are three buttons: "VALIDATE", "SAVE DRAFT", and "SAVE FINAL".

Figure 34: Edit text criterion for a Certificate Template

4. Next, a Certifier User should provide the necessary modification and click on the “SUBMIT” button as step 2.
5. In any stage, the User can delete an existing criterion by clicking on the delete option.
6. Depending on the certificate template completion status, a Certifier User clicks on the “VALIDATE”, the “SAVE DRAFT” or on the “SAVE FINAL” button.



The screenshot shows the "New Certificate Template" form after a successful validation. A green success message "Certificate Template validated successfully" is displayed at the top, enclosed in a red box. Below the message, the form fields are visible, including the "Name" field and a "Criteria Test" section with a text input field containing "ABC" and "SIZE: 50". At the bottom right, the "VALIDATE" button is highlighted with a red box, along with "SAVE DRAFT" and "SAVE FINAL" buttons.

Figure 35: Validate a Certificate Template

The screenshot shows a web form titled "New Certificate Template". At the top, a green notification bar states "Certificate Template saved as draft successfully" with a close button (X). Below this, there is a "Name" field containing "Certificate Name". A "Criteria Test" section contains a text input field with "ABC" and "SIZE: 50". At the bottom right, there are three buttons: "VALIDATE", "SAVE DRAFT" (which is highlighted with a red box), and "SAVE FINAL".

Figure 36: Successful saving as draft a Certificate Template

If the User chooses the option “**SAVE FINAL**”, the system provides a manual notification form in order to fill the content of the notification.

The screenshot shows a "Manual notification" form. A green notification bar at the top says "Certificate Template saved as final successfully" with a close button (X). The form has several fields: "Subject:" with "Certificate Finalization", "Body:" with "Contracting Authority: CENTRAL COMPETENT AUTHORITY", and "Attachment:" with "Browse" and "No file selected". There is also a "Users" section with a list box and search icons. At the bottom right, there are "CANCEL" and "SEND NOTIFICATION" buttons, with "SEND NOTIFICATION" highlighted by a red box. A note at the bottom left states "*Fields marked with an asterisk are mandatory".

Figure 37: Saving as final a Certificate Template

The screenshot shows a "View Certificate Template" form. It displays the "NAME:" section with the value "Certificate Name" and the "Criteria Test" section with "ABC" and "SIZE: 50". A red box highlights the "NAME:" section.

Figure 38: Successful saving as final a Certificate Template

3.4 Inactive Certificate Templates

In order to view all the inactive certificate templates available in the system, a Certifier User selects the “Inactive Certificate Templates” option in the “CCA Administration” menu.

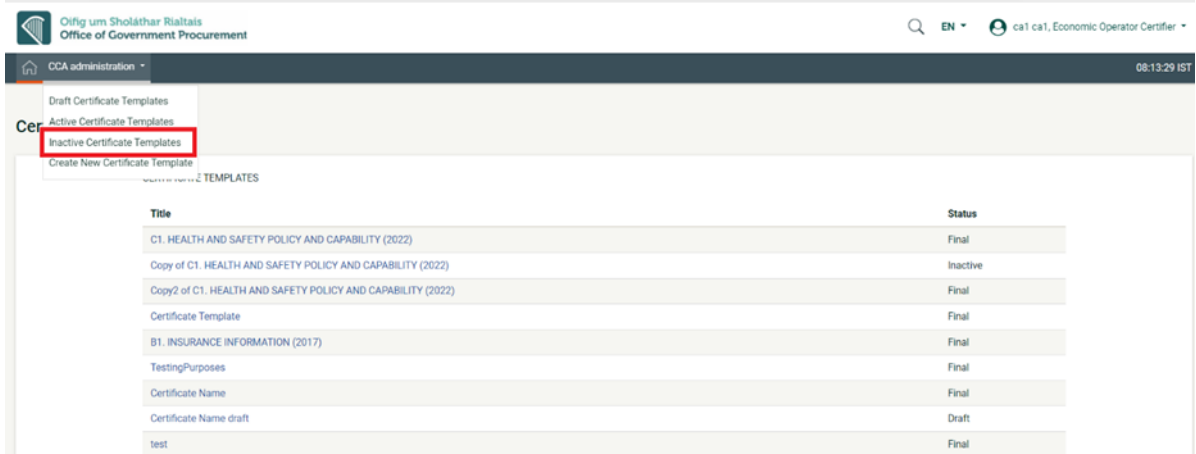


Figure 39: “Inactive Certificate Templates” option in the “CCA Administration” menu



Figure 40: View all inactive Certificate Templates

4 Contracting Authority Administration

The Contracting Authority Administration menu, provides functionality for managing CA Notices, CA details, setup CA users, Evaluators Groups, and additionally Auditing Reports and Manual Notifications.

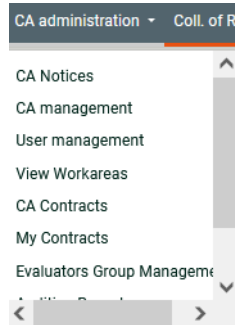


Figure 41: "CA Administration" menu

4.1 Contracting Authority Notices

Contracting Authority Notices allow the user to view any notice (e.g. "Prior Information Notice", "Periodic Indicative Notice – Utilities", "Notice on Buyer Profile", etc.) published by their authority.

The user may click on any link under column "Type" to open a contract notice in .pdf format. Appended information regarding the selected notice can be found under columns "Title", "Date Uploaded", "Date Published", "Language" and "Status".

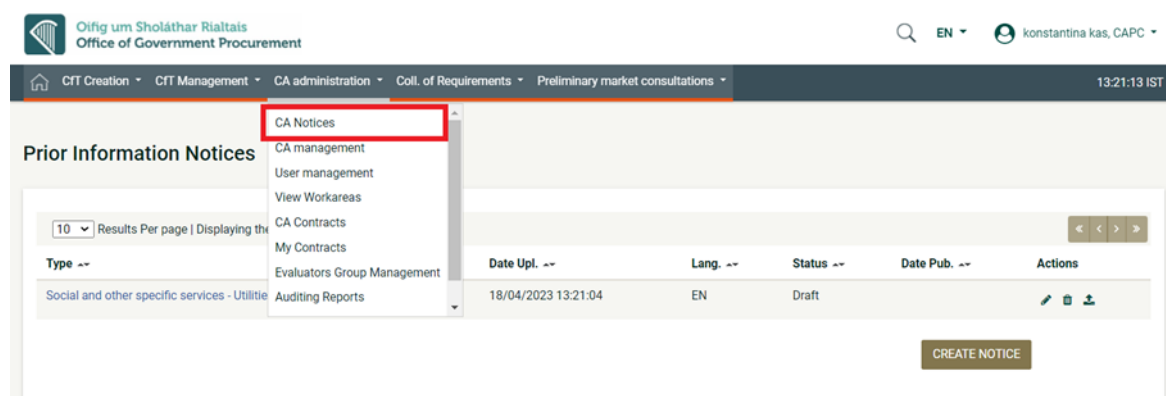


Figure 42: Published notices by the Contracting Authority

From within the Prior Information Notices page as shown in Figure above, the user has the ability to:

- **Create** a Notice
- **Edit** a Notice
- **Delete** a Notice
- **Publish** a Notice

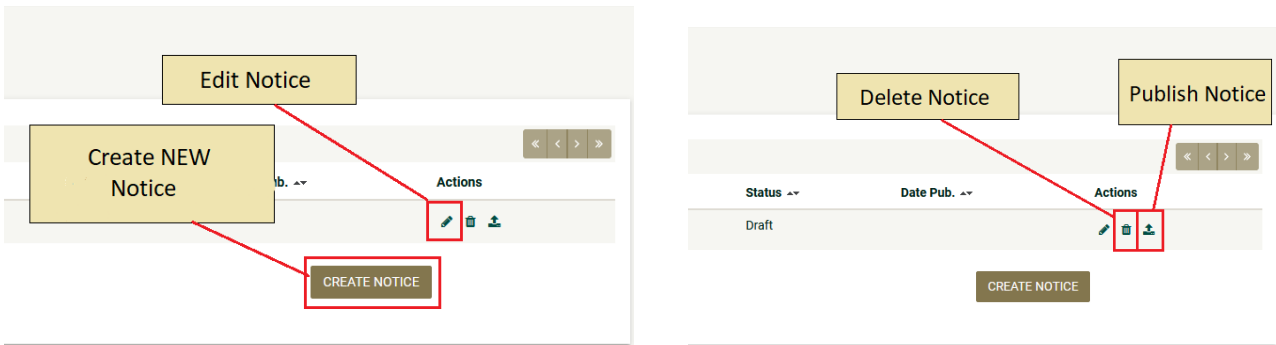


Figure 43: Perform an action on a Prior Information notice

For additional information on managing Notices, see section 7.22

4.2 Contracting Authority Management

Contracting Authority Procurement Coordinators (e.g. CAPC) can perform the following management activities for their Contracting Authority:

- View and Edit CA details.
- View, edit details for CA users, and add new users to the CA.
- Access template library for the CA, and manage folders and documents.
- Configure procurement-related alerts for the CA.
- Manage evaluator groups for the CA.
- View notices published for their CA.
- Access document approval groups.
- View, edit, delete and manage members for their Organisation Work areas.

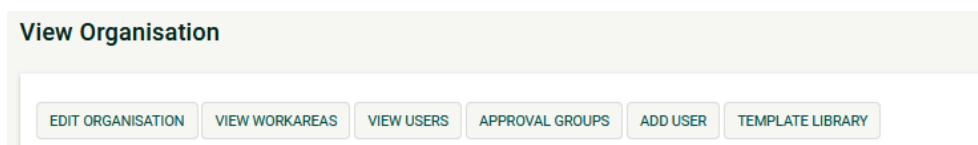


Figure 44: Contracting Authority Management

4.3 View & Edit Contracting Authority Details

The CAPC should click on the **“CA Management”** in the **“CA Administration”** menu to view the details for their Contracting Authority.

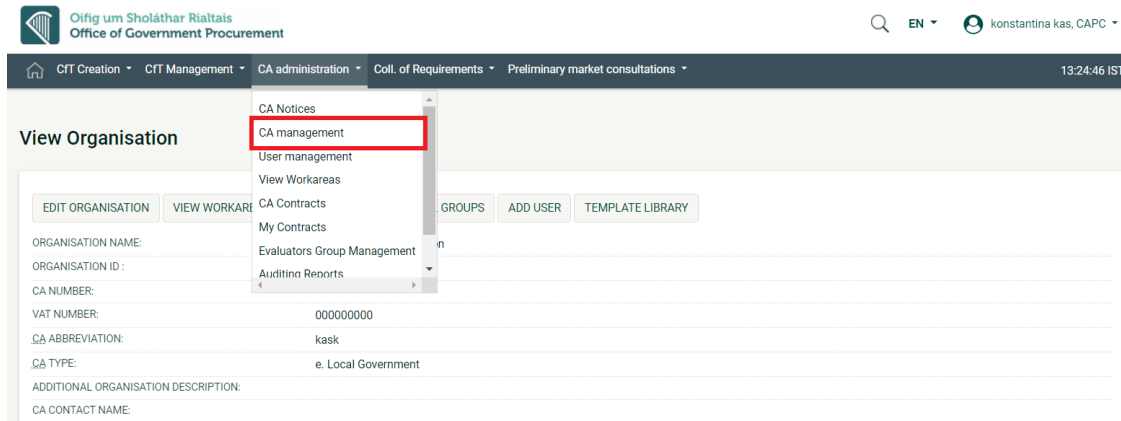


Figure 45: “CA management” in the “CA administration” menu

To edit the Contracting Authority details, the CAPC should click on the **“EDIT ORGANISATION”** button. It should be noted that only the SA user (System Administrator) is able to edit the **“Status”** field as can be seen in Figure 46 : View organisation details.

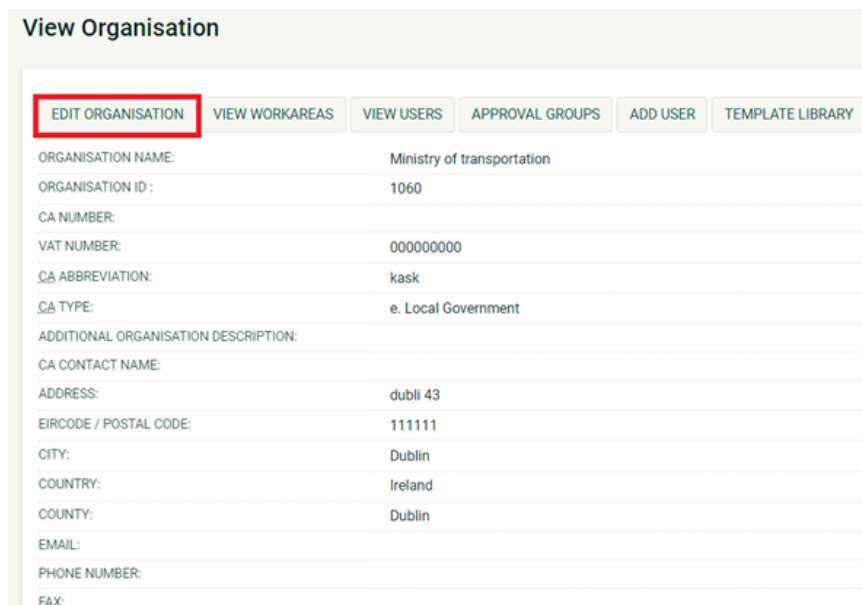


Figure 46 : View organisation details

Oifig um Sholáthar Rialtais
Office of Government Procurement

EN konstantina kas, CAPC

CFT Creation - CFT Management - CA administration - Coll. of Requirements - Preliminary market consultations 13:37:15 IST

Edit Organisation Profile

ADD USER VIEW USERS

Organisation Name: *
Ministry of transportation

CA Abbreviation: *
kask

CA Type: *
e. Local Government

Additional organisation description

Maximum Characters: 500.

Company Registration Number:

VAT number:
000000000

Organisation contact name

Address: *
dubli 43

Eircode / Postal Code: *
111111

City: *
Dublin

Country: *
Ireland

County *
Dublin

Email:

Phone Number:

Fax:

Website:

Status:
Active

CANCEL CLEAR SAVE

Figure 47: Edit Contracting Authority Details

4.4 View, Edit & Add Contracting Authority Users

The user with CAPC role may click on the “**VIEW USERS**” button in order to view any users registered under their Contracting Authority.

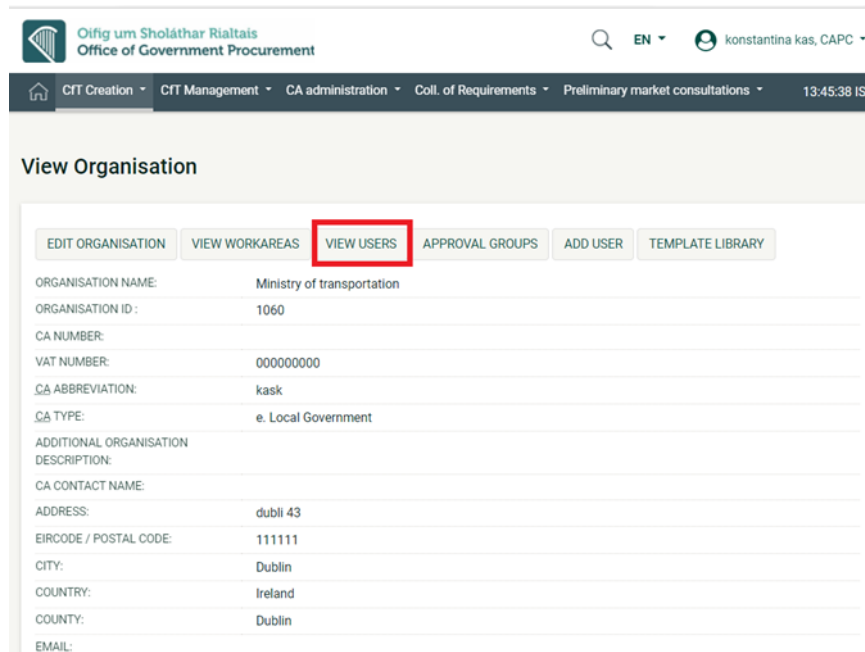


Figure 48: View Users button

The full name, organisational role, country, phone number, email and current status (active, inactive, deactivated) are displayed for each user of the list. A user is **inactive** until such time as they have logged in and entered their unique activation code. A user is **deactivated** when the CAPC of the organisations has decided to deactivate the account.

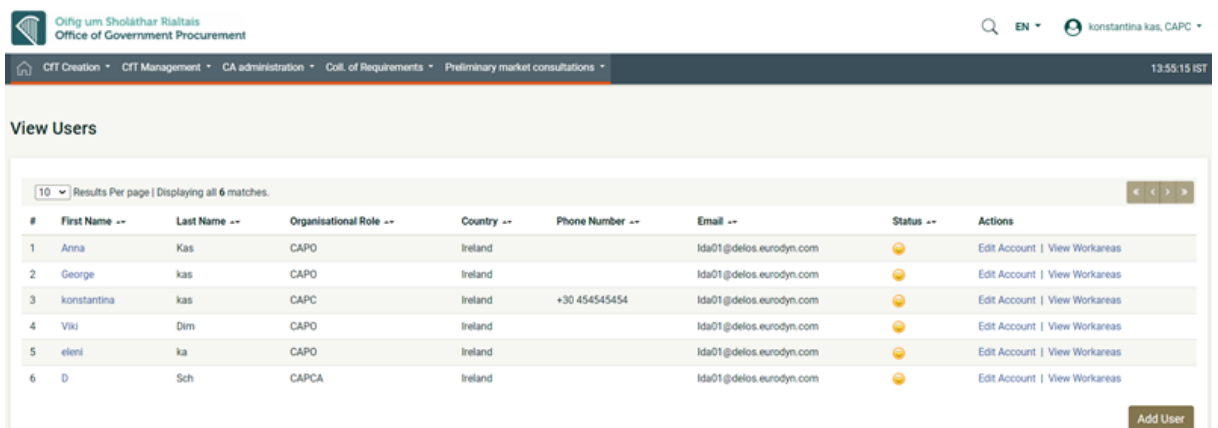


Figure 49: Display Contracting Authority Users

The following **Organisational Roles** are supported:

- **Contracting Authority Procurement Coordinator – CAPC** users are authorized to manage all information, i.e. creating users, WorkAreas and approval groups. These users have the capability to create and publish Calls for Tenders. Also, depending on the role they have been assigned with for a specific Call for Tender, they may also have the capability to approve the Tender’s evaluation report, award the final contract and to publish the relevant Tender Notice.
- **Contracting Authority Procurement Coordinator Assistant: CAPCA** fulfils similar functions to the CAPC users in relation to the Tenders but they do not have the capability to create users or approval groups within the CA.
- **Contracting Authority Procurement Officer: CAPO** users have limited capabilities at a CA level. The CAPO User’s capabilities are defined within the Tenders to which they are associated (e.g Tender Coordinator, Opening Staff, or Evaluation Staff user).

The user can click on the respective **“Edit Account”** link, in order to edit the details of the user.

#	First Name --	Last Name --	Organisational Role --	Country --	Phone Number --	Email --	Status --	Actions
1	Anna	Kas	CAPO	Ireland		Ida01@delos.euodym.com	🟡	Edit Account View Workareas
2	George	kas	CAPO	Ireland		Ida01@delos.euodym.com	🟡	Edit Account View Workareas
3	konstantina	kas	CAPC	Ireland	+30 454545454	Ida01@delos.euodym.com	🟡	Edit Account View Workareas
4	Viki	Dim	CAPO	Ireland		Ida01@delos.euodym.com	🟡	Edit Account View Workareas
5	eleni	ka	CAPO	Ireland		Ida01@delos.euodym.com	🟡	Edit Account View Workareas
6	D	Sch	CAPCA	Ireland		Ida01@delos.euodym.com	🟡	Edit Account View Workareas

[Add User](#)

Figure 50: Edit account link

Username
anna

Account Role *
CAPO

First Name *
Anna

Last Name *
Kas

Password

[Password Rules](#)

Re-enter Password

Department *
Transport

Email *
lda01@delos.eurodyn.com

Address

Eircode / Postal Code

City
Dublin

Country *
Ireland

County *
Clare

Phone Number

Mobile Phone Number

Fax

Preferred Language *
English

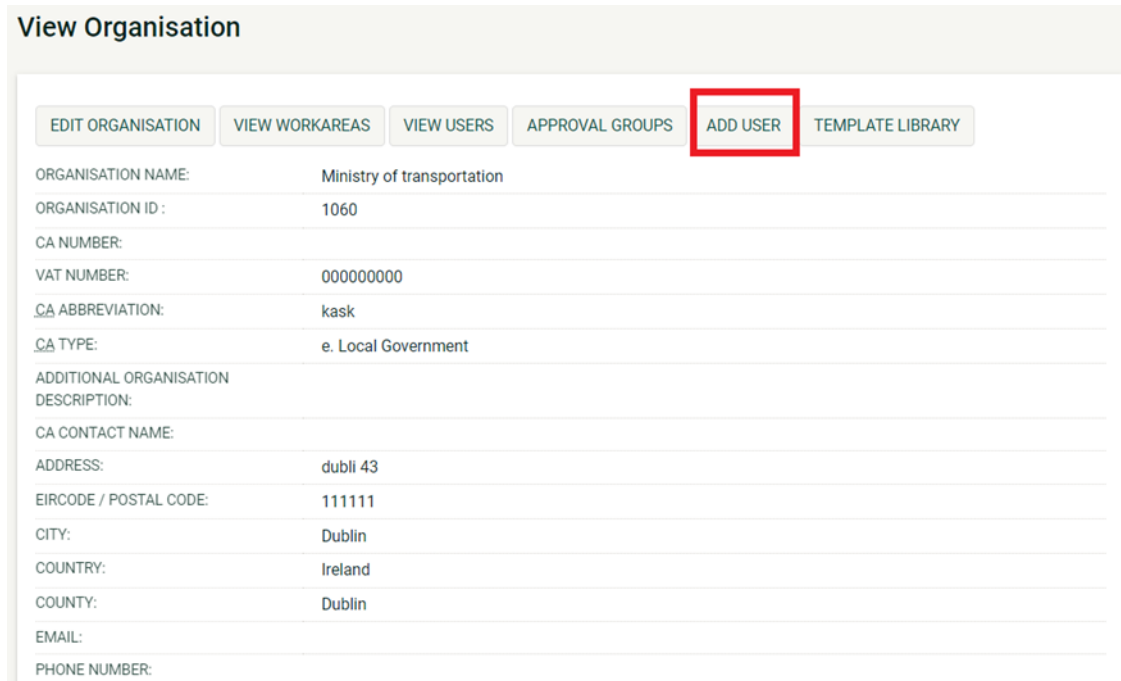
Status
Active

Valid from

Valid to

Figure 51: Edit CA User Details

The user with CAPC role may click on the “**ADD USER**” button and then can register a new user in their Contracting Authority by providing at least all of mandatory information (identified with an asterisk).



The screenshot shows a web interface titled "View Organisation". At the top, there is a navigation bar with several buttons: "EDIT ORGANISATION", "VIEW WORKAREAS", "VIEW USERS", "APPROVAL GROUPS", "ADD USER", and "TEMPLATE LIBRARY". The "ADD USER" button is highlighted with a red rectangular box. Below the navigation bar, there is a form with various fields for organization details. The fields and their values are as follows:

ORGANISATION NAME:	Ministry of transportation
ORGANISATION ID :	1060
CA NUMBER:	
VAT NUMBER:	000000000
CA ABBREVIATION:	kask
CA TYPE:	e. Local Government
ADDITIONAL ORGANISATION DESCRIPTION:	
CA CONTACT NAME:	
ADDRESS:	dubli 43
EIRCODE / POSTAL CODE:	111111
CITY:	Dublin
COUNTRY:	Ireland
COUNTY:	Dublin
EMAIL:	
PHONE NUMBER:	

Figure 52: Add user button

Oifig um Sholáthar Rialtais
Office of Government Procurement

EN konstantina kas, CAPC

CFT Creation - CFT Management - CA administration - Coll. of Requirements - Preliminary market consultations - 14:20:49 IST

Add User

Authority:
Ministry of transportation

Account Role
CAPO

First Name *

Last Name *

Username *

Password *

Password Rules

Re-enter Password *

Department *

Email *

Address

Eircode / Postal Code

City

Country *
Ireland

County *
-Select County-

Phone Number

Mobile phone

Fax

Preferred Language *
English

CANCEL CLEAR SAVE

* Fields with asterisk are mandatory

Figure 53: Add New User to Contracting Authority

4.5 WorkArea Administration

WorkAreas give a Contracting Authority to partition their tender activity so that only the relevant team members can view and access tenders that are relevant to them.

A WorkArea is created by a CAPC and a user can be associated with one or more WorkAreas within their Contracting Authority.

In general, WorkAreas are used for an organisational purpose, in order to better organise the call for tenders access rights.

WorkAreas can be created for instance for introducing departments of a contracting authority (department of finances, IT department, HR department, etc.). Subsequently to the WorkArea creation, a newly created call for tender can be associated and shared only by users associated to a same WorkArea. For example a WorkArea for ICT competitions can be created and appropriate users assigned to it and this means that only the users with access to the ICT WorkArea will have the ability to view the Tenders within that WorkArea.

Clicking on the **“VIEW WORKAREAS”** button, allows the CAPC user to access the WorkAreas management page for their Contracting Authority as presented in Figure 54: Access WorkAreas page.

The screenshot shows the 'View Organisation' page. At the top, there is a navigation bar with a home icon and several menu items: 'CFT Creation', 'CFT Management', 'CA administration', 'Coll. of Requirements', 'Preliminary market consultations', and the time '14:40:42 IST'. Below this, the page title is 'View Organisation'. A horizontal bar contains several buttons: 'EDIT ORGANISATION', 'VIEW WORKAREAS' (highlighted with a red box), 'VIEW USERS', 'APPROVAL GROUPS', 'ADD USER', and 'TEMPLATE LIBRARY'. Below the buttons is a table of organization details:

ORGANISATION NAME:	Ministry of transportation
ORGANISATION ID :	1060
CA NUMBER:	
VAT NUMBER:	000000000
CA ABBREVIATION:	kask
CA TYPE:	e. Local Government
ADDITIONAL ORGANISATION DESCRIPTION:	
CA CONTACT NAME:	
ADDRESS:	dubli 43
EIRCODE / POSTAL CODE:	111111
CITY:	Dublin
COUNTRY:	Ireland
COUNTY:	Dublin

Figure 54: Access WorkAreas page

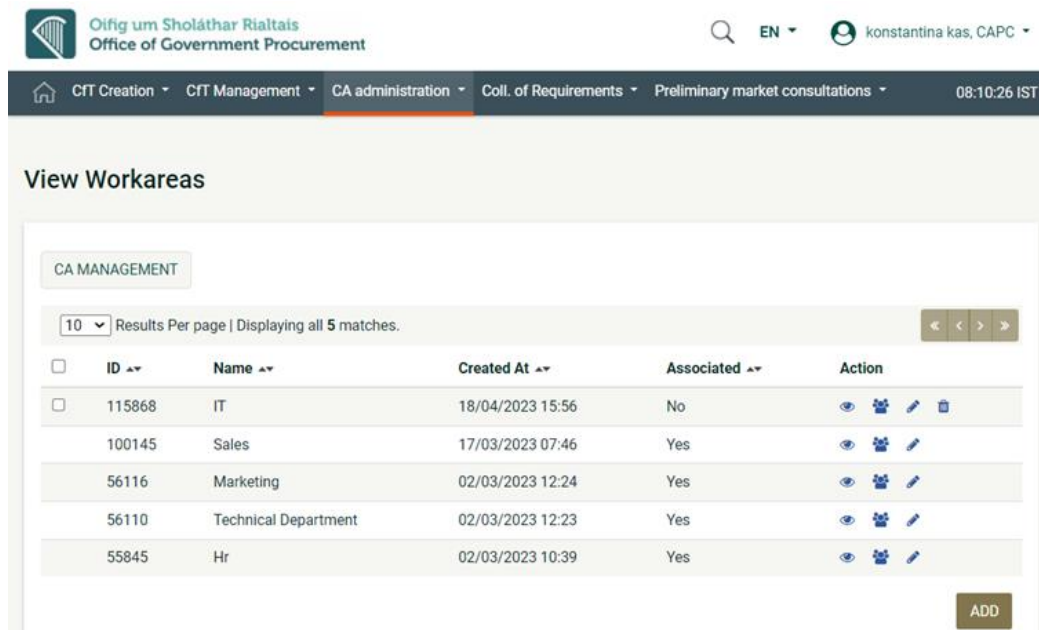


Figure 55: View WorkAreas in the authority

- Click ADD to create a WorkArea: To create a new WorkArea, the user provides Title and Description, and clicks on the "Save" button.

Create Workarea

Name: *

Description: *

BACK SAVE

Figure 56: Add new WorkArea

- The user can “VIEW” the created WorkArea by clicking the first button of the available actions on the right column.

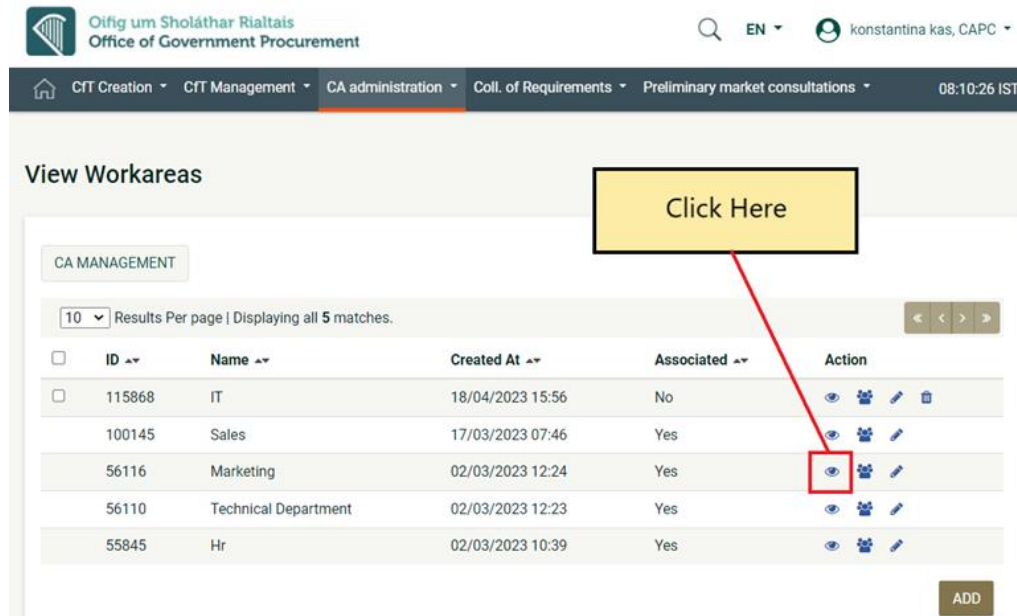


Figure 57: WorkArea view option available

Workarea Details

ID	56116
NAME	Marketing
DESCRIPTION	Marketing
CREATOR	Ministry of transportation (konstantina kas)
CREATED AT	02/03/2023 12:24

CLOSE

Figure 58: WorkArea details page

- The CAPC User also has the option to see the users associated to each WorkArea within the Contracting Authority's profile.

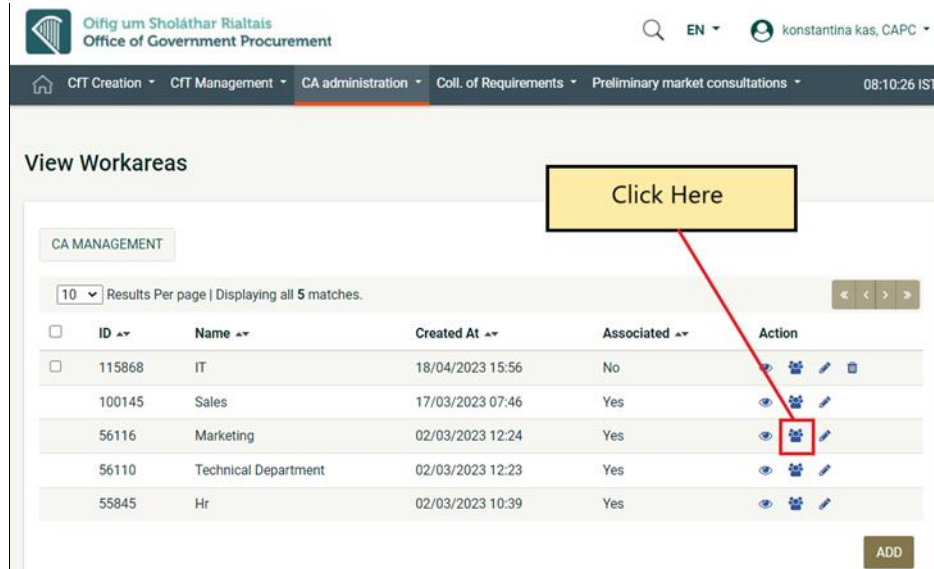


Figure 59: WorkArea members' option available



Figure 60: WorkArea members' page

Within the WorkArea Members page, the CAPC can remove a user from a relevant WorkArea by clicking the icon displayed in the "Action" column. Also, to return to the main WorkArea page the CA Admin can click the "Back" button as shown in FigureFigure 60: WorkArea members' page.

- With the option “Edit” the User can edit the details of the WorkArea and click save to store the new data.

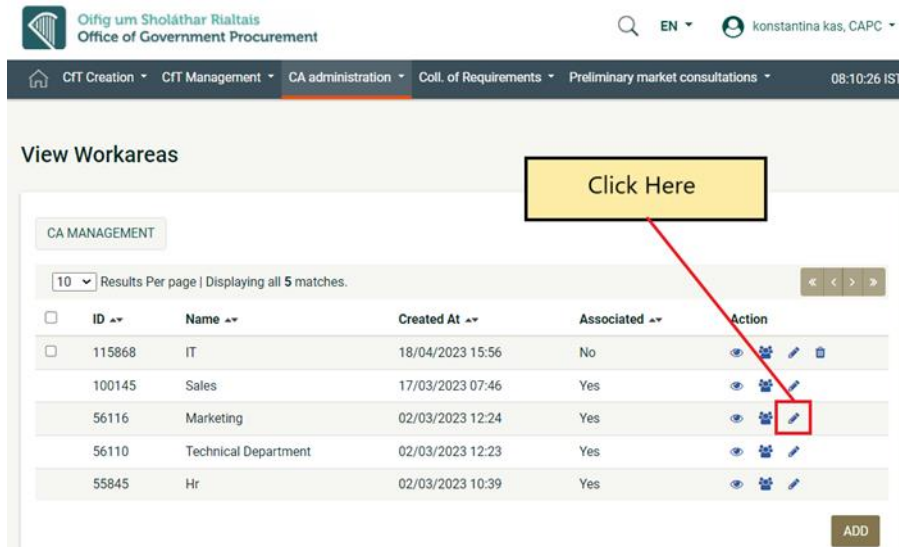


Figure 61: Edit WorkArea option available

- Additionally, the CAPC user can also delete one or more WorkAreas from the authority by checking the box next to the WorkArea name and clicking the bin icon in the “Action” section on the View WorkAreas page.

4.6 Contracting Authority Template Library

The Template library is shared document area that is available to all users within the Contracting Authority. Each Contracting Authority has its own Template Library which allows users to arrange folders, sub-folders and documents as they wish and to allow these documents to be reused by other members of that Contracting Authority. Documents in the Template library can be arranged in three formats: 1) Tender Structure 2) Static documents (any documents) and 3) Dynamic documents. Dynamic documents are documents that have the capability to change (e.g. Cft Title, Cft description, etc.), which are amended when the dynamic document is being used as part of a new Tender. When a CAPC user uploads supporting tender documents in the Document area of a Cft, they can select to upload a document from the Template Library.

Within the Contracting Authority management page, by clicking the “Template Library” button, the CAPC user can access the template library of the authority.

- On Root folder level, the CAPC user has the option to:
 1. View the content of subfolders. (click on the folder title)
 2. Create a Subfolder
 - a. Click on “+ New” button
 - b. Select option “Create Subfolder” (a new pop-up window opens)
 - c. Provide the folder Title
 - d. Add Description of the subfolder
 - e. Click Save (Cancel button redirects the user back to main page)

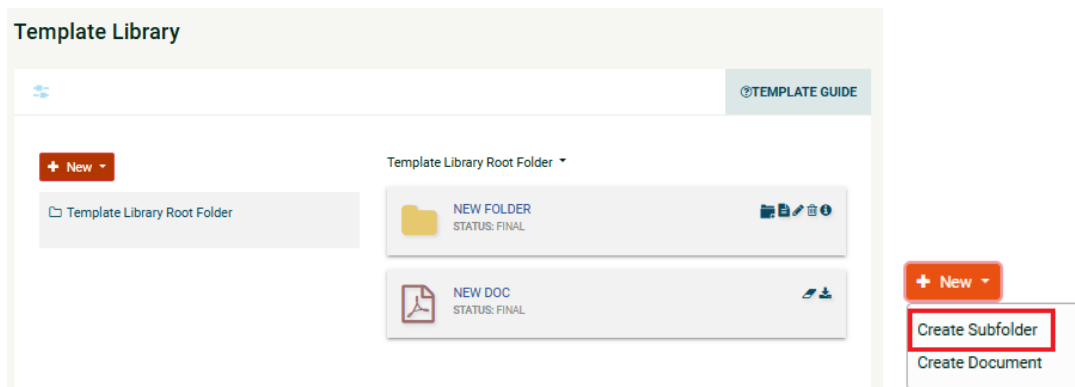
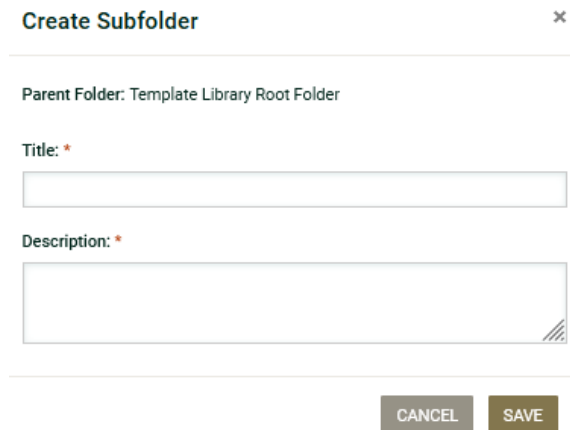


Figure 62: Template Library page



Create Subfolder ×

Parent Folder: Template Library Root Folder

Title: *

Description: *

Figure 63: Create a Subfolder in Template Library

3. Create a Document
 - a. Click on “+ New” button
 - b. Select option “Create Document” (a new pop-up window opens)
 - c. Provide Document Title
 - d. Add the Description of the Document
 - e. Select Template type :
 - i. Tender Structure Template: XML or XLS tender structure. These are the templates that can be used as tender questionnaire to be used in a call for tender.
 - ii. Dynamic Template Document: DOC/ DOCX or XLS/ XLSX dynamic content document. These are documents including dynamic variables. While used during a call for tender cycle, the dynamic variables become replaced by their real values (e.g. a CFT title, description, etc.).
 - iii. Static Template Document: PDF, DOC/ DOCX or XLS/ XLSX or any other type document. These are any types of documents in the format uploaded by the user.
 - f. Upload attachment

Create Document ✕

Parent Folder: Template Library Root Folder

Title: *

Description: *

Template type: *

Select ▼

Attachment: *

Browse... No file selected.

CANCEL
SAVE DRAFT

Figure 64: Create Document in Template Library

4. Template guide (Click on the top right corner “Template guide” button) where the system displays the list of variable that may be used in a “Dynamic Template Document”

Template Guide ✕

1.DYNAMIC TEMPLATE DOCUMENT

ALLOWED FILE TYPES: DOC,DOCX,XLS,XLSX

Parameters

Name	Description	Test Value
{cft.title}	Call for Tender: Title	Test CFT Title
{cft.description}	Call for Tender: Description	Test CFT Description
{cft.id}	Call for Tender: CFT Id	123456
{cft.procedure}	Call for Tender: Procedure	Simplified
{cft.creatorId}	Call for Tender: The ID of the user that created the CFT	1000
{cft.tendersOpeningDate}	Call for Tender: Tenders Opening Date	14/03/2015 12:00:00
{cft.numberOfLots}	Call for Tender: Number Of Lots	2
{cft.closingDate}	Call for Tender: Tenders closing date	14/03/2015 12:00:00
{cft.contractType}	Call for Tender: Type of contract	Supplies
{cft.cpv}	Call for Tender: CPV Codes	30213100-Portable computers
{cft.estimatedValue}	Call for Tender: Estimated value (EUR)	100000

Figure 65: Template Guide

- 5. View Details & manage active folder
 - a. On folder menu click option “View Details”

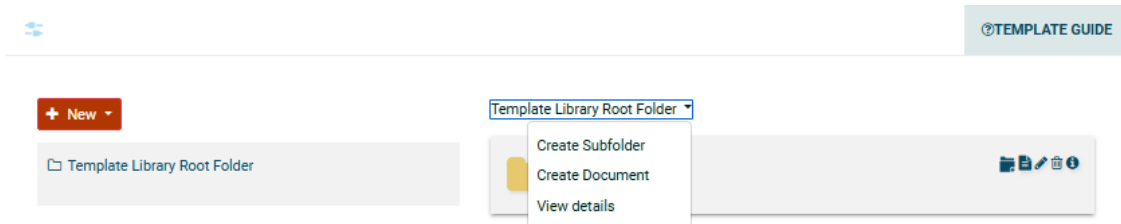


Figure 66: Folder Menu

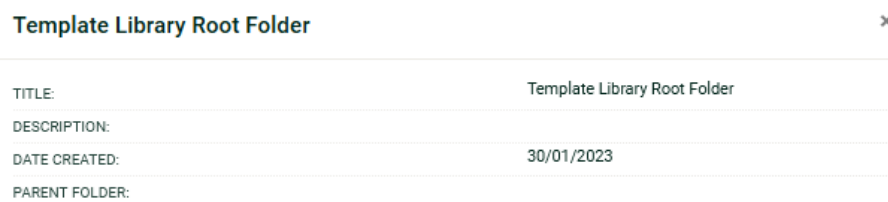


Figure 67: View Details of folder

- b. Edit details of the folder (by clicking on “edit” option)
- c. Delete the folder (by clicking on “delete” option)

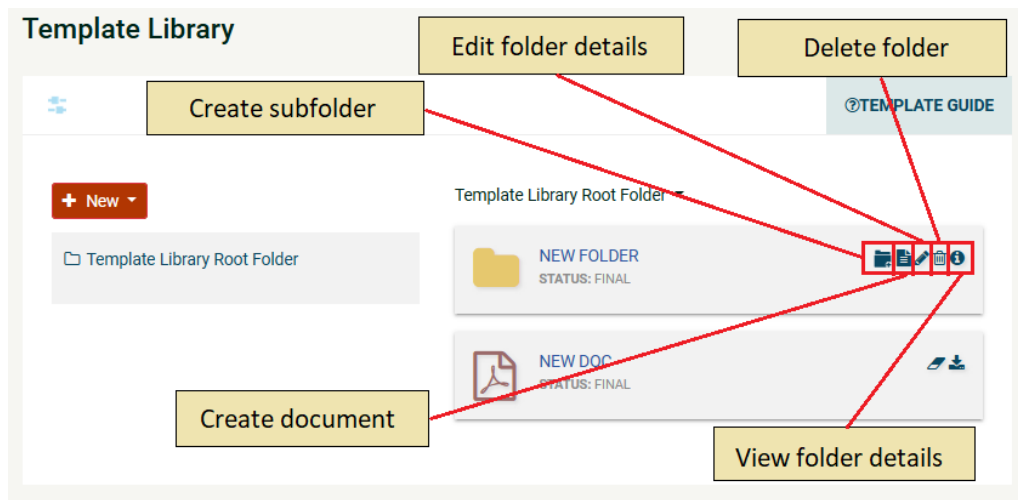


Figure 68: Folder Management

6. Edit a Document

When the user creates a Document, the system automatically saves it as “**Draft**”. The user has to click on “**edit**” option and save it as “**Final**”.

Edit document

Title: * Date created: 01/02/2023

Description: * Differences with the earlier versions:

Attachment: No file selected. Current attachment: TEST.docx

Template Version:

Parent Folder: Template Library Root Folder Template Status: Draft Template type: Static Template Document

* Fields with asterisk are mandatory

Figure 69: Edit a Document

For any Document, the system displays the following actions:

- Withdraw: make it unavailable for selection
- Download: download locally the selected document
- Delete: available only for Draft Documents

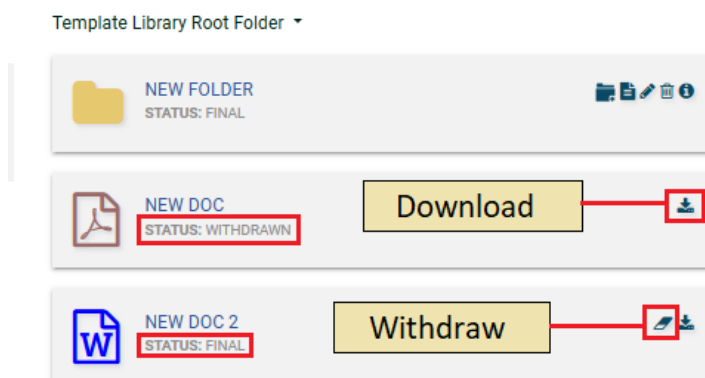


Figure 70: Document statuses and options

4.7 Approval Groups

Approval groups can be used, within a Contracting Authority, for the purposes of verification or approval of documentation prior to publish key documents in the system.

For example a Contracting Authority could include an approval group to review financial documentation or require signoff by management of the documentation as part of the Cft publication.

CAPC users can determine how many approval groups are needed within the Contracting Authority and also which users are required to be part of these approval groups. Then as part of the Tender preparation process a “draft” Cft Document can be reviewed as part of an approval process by the relevant approval group.

Within the Contracting Authority management page, by clicking the “Approval groups” button, the CAPC user can access the approval group management page of their authority.

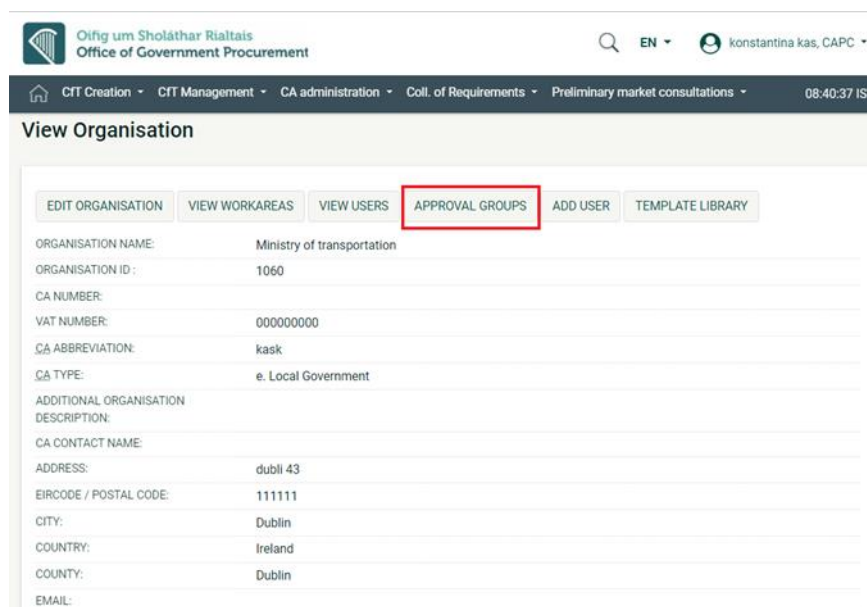


Figure 71: Access Approval Group page

The system displays the Approval group Name & the group members’ names. “Delete Group”, “Edit Group”, “View Group” and “Add Group” are also the provided actions from the platform.

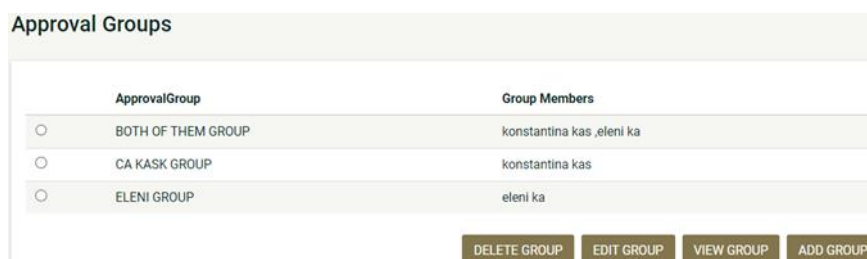


Figure 72: Approval Groups Management page

4.7.1 View Approval Group

The User selects the approval group , then clicks on “**VIEW GROUP**” button and the following details are then displayed:

- **Approval Group Name**
- **Main approver**
- **Users** associated to this group

ApprovalGroup

BOTH OF THEM GROUP

Main approver *

konstantina kas

Users

eleni ka

CANCEL

Figure 73: View Approval Group

4.7.2 Edit Approval Group

For the edit option, the user selects the approval group, then clicks on “**EDIT GROUP**” button and the system displays group information as above. The user can change approval group’s name, change the main approver of the group and can also add or delete users from the group. To add a user to a group, the CAPC clicks on the search button and the platform displays all the available users in the Contracting Authority in a separate popup window. The CAPC user can then search for and select the user(s) that they wish to add to the group and clicks the “**SELECT**” button to add them to the group.

SEARCH FOR USERS

First Name: Last Name:

SEARCH RESULTS

<input type="checkbox"/>	First Name ^v	Last Name ^v	CA Role ^v	Organisation ^v	Country ^v
<input type="checkbox"/>	Anna	Kas	CAPO	Ministry of transportation	Ireland
	konstantina	kas	CAPC	Ministry of transportation	Ireland
<input type="checkbox"/>	D	Sch	CAPCA	Ministry of transportation	Ireland
<input type="checkbox"/>	George	kas	CAPO	Ministry of transportation	Ireland
<input type="checkbox"/>	eleni	ka	CAPO	Ministry of transportation	Ireland
<input type="checkbox"/>	Viki	Dim	CAPO	Ministry of transportation	Ireland

6 results in total.

CANCEL SELECT

Figure 74: Search users for Approval Groups

4.7.3 Add Approval Group

The user clicks on “ADD GROUP” button. The system displays a new form with the following details:

- **Approval Group Name**
- **Main approver**
- **Users**

The user adds at least the mandatory details and clicks on “**SUBMIT**” button. The new entry is now been displayed in the Approval groups page.

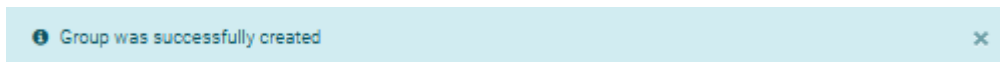


Figure 75: Successful creation of an Approval Group

NOTE: In case of insufficient data a warning is displayed for missing mandatory fields.

4.7.4 Delete Approval Group

The users selects the Approval Group and clicks on “DELETE GROUP” button. The system removes the selected group.

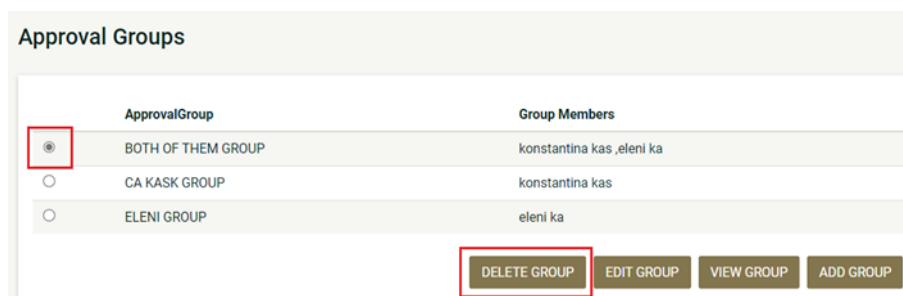


Figure 76: Delete Approval Group

4.8 Evaluators Group Management

In cases where a Contracting Authority continually uses the same group of people to evaluate a tender response, it might be useful to create a “group of evaluators” that can be re-used across the Contracting Authority’s different Tenders.

In order to do this, the CAPC needs to click on the “Evaluators Group Management” option which gives the CAPC the option to View, Edit, Delete and Add Evaluator Groups.

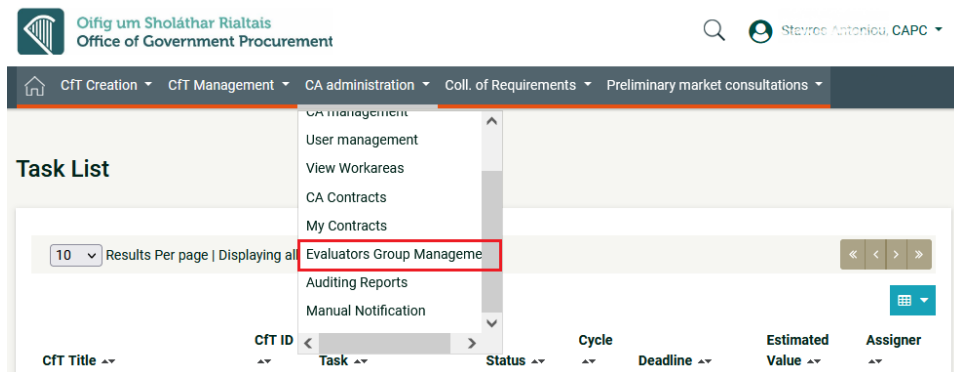


Figure 77: “Evaluators Group Management” option in the “CA administration” menu

4.8.1 Add Evaluators Group

To Create a New Evaluation Group, the CAPC should first click on the “**ADD GROUP**” button and then provide the Evaluation Group Name and the add Users. Selection of the applicable users can be made by clicking on the “**ADD USER**” button. Once all the necessary modifications are finalised, the CAPC needs to click the SUBMIT button to confirm the addition of the Evaluators Group.

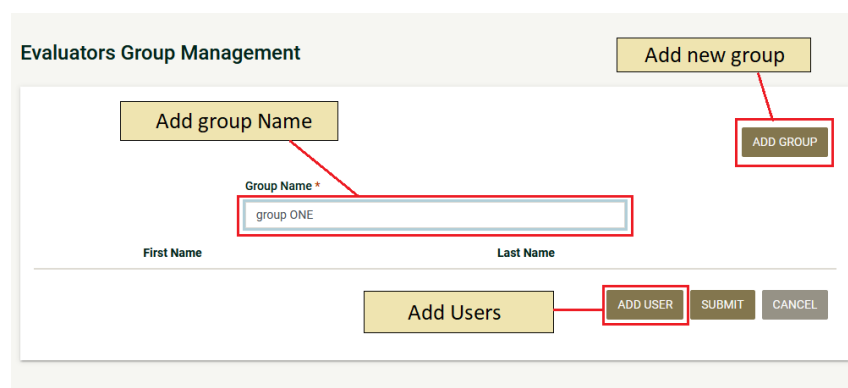


Figure 78: Create New Evaluators Group

4.8.2 Edit Evaluators Group

To edit an Evaluation Group, the CAPC should first click on the “**EDIT GROUP**” button and then provide the Evaluation Group Name (if it needs to be changed) and edit Users. Selection of the applicable users can be made by clicking on the “**ADD USER**” button. In order to delete a user, the CAPC should select the user and click on the “**REMOVE**” button. Once all the necessary modifications are finalised, the CAPC needs to click the SUBMIT button to confirm the editing of the Evaluators Group.

SEARCH FOR USERS

First Name: Last Name: Organisation Name:

Country:

SEARCH RESULTS SEARCH

<input type="checkbox"/>	First Name --	Last Name --	CA Role --	Organisation --	Country --
<input type="checkbox"/>	buy441	CAPA	CAPCA	Ministry of Finance	Ireland
<input type="checkbox"/>	buy442	CAPO	CAPO	Ministry of Finance	Ireland
<input type="checkbox"/>	buy5	buy5	CAPC	Ministry of Tourism	United Kingdom
<input type="checkbox"/>	buy77	CAPC	CAPC	Ministry of Internal Affairs	Ireland
<input type="checkbox"/>	buy771	CAPC	CAPC	Ministry of Internal Affairs	Ireland
<input type="checkbox"/>	buy772	CAPCA	CAPCA	Ministry of Internal Affairs	Ireland
<input type="checkbox"/>	buy773	CAPO	CAPO	Ministry of Internal Affairs	Ireland
<input type="checkbox"/>	buy88	CAPC	CAPC	Ministry of Finance - subdivision IA	Ireland
<input type="checkbox"/>	buy9	CAPC	CAPC	Ministry of Finance	United Kingdom
<input type="checkbox"/>	John	Doe	CAPC	Homeowners Association Kilkenny	Ireland

Figure 79: Edit an Evaluators Group by adding new Members

4.8.3 Delete Evaluators Group

To delete an Evaluation Group, the CAPC should first select the appropriate group and then click on the “**DELETE GROUP**” button.

Evaluators Group Management

#	Group Name	Group Members
<input type="radio"/>	1 example 1k	10636 Alex Galarous , 11829 All Galarian
<input type="radio"/>	2 example 2k	11828 elenijka
<input type="radio"/>	3 example 3k	11828 elenijka , 10691 konstantin kas
<input checked="" type="radio"/>	4 Example group 4	11828 elenijka , 14477 Viki Dim

Figure 80: Delete an Evaluators Group

4.9 Auditing Reports

The Auditing functionality allows the CAPC and CAPCA users to view activity information for all CFTs that have been created by that Contracting Authority.

To view all user actions, for a specific Contracting Authority, performed on the platform in relation to its tender competitions, the CAPC and CAPCA can click on the **“Auditing Reports”** option in the Administration menu.

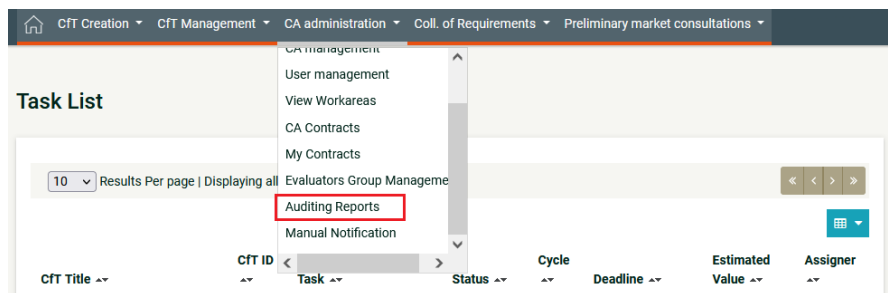


Figure 81: “Auditing reports” option in the “CA administration” menu

The platform will then display the Auditing Reports engine that allows the CAPC and CAPCA to query the system and user actions. The CAPC and CAPCA user can specify the range of the results by defining the relevant Date period, Username, Type of activity or Call for Tender. The CAPC and CAPCA should click on the **“VIEW”** button in order for the system to generate an auditing report listing all system and user actions, if any, that address the selected auditing criteria.

The screenshot shows the 'Auditing Reports' form. It has a title 'Auditing Reports' and a section 'AUDIT ACTIVITIES'. There are two date pickers for 'From Date: (DD/MM/YYYY)' and 'Until Date: (DD/MM/YYYY)', each with 'hh' and 'mm' dropdowns. There are three text input fields for 'Username:', 'Type Of Activity:', and 'Select CFT:'. Each input field has a search icon and a clear icon. At the bottom right, there is a 'VIEW' button.

Figure 82: Auditing Report



The auditing report can be saved in CSV format by clicking on the **“EXPORT RESULTS AS CSV”** button. The “Export results as CSV” option is not available for audit results exceeding 10,000 entries. In such cases, the user should refine the audit criteria.

User - Logout	buykask	Ministry of transportation	17/02/2023 10:21:29		Not Available	Not Available	buykask-wyikAkIU1B2BY5/WH98WKQ==	Not Available	Not Available
Syst - Session expired	buykask	Ministry of transportation	17/02/2023 10:21:29		Not Available	Not Available	buykask-wyikAkIU1B2BY5/WH98WKQ==	Not Available	Not Available
User - Login success	buykask	Ministry of transportation	17/02/2023 15:01:40		Not Available	Not Available	buykask-aGWb4ynhDrPm8B3eDJ2vag==	Not Available	Not Available
Candidate Evaluator - Accept Code Of Conduct	buykask	Ministry of transportation	17/02/2023 15:02:00	Procurement of pc cft	113, PO/ES	Not Available	Not Available	Not Available	Not Available
User - Logout	buykask	Ministry of transportation	17/02/2023 15:02:11		Not Available	Not Available	buykask-aGWb4ynhDrPm8B3eDJ2vag==	Not Available	Not Available

EXPORT RESULTS AS CSV

Figure 83: Auditing Report Results

4.10 Manual Notifications

The “Manual Notification” functionality is available either through the “CA Administration” menu, or through the “Show Cft Menu” button (that a CAPC can find it by clicking on a Cft).

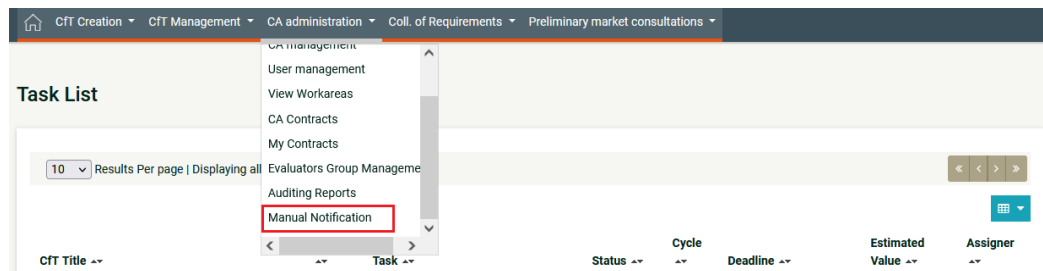


Figure 84: “Manual Notification” functionality in the “CA administration” menu

The CAPC User has to provide mandatory details (Subject and Body), optionally provide Attachments, and select Recipients either individually through the User Search engine, or select any of the predefined user groups (“All CA users (of own CA)”, “All CAPC users (of all CAs)” or “All Economic Operator admin associated with a specific CPV”).

Next, the user may click on the “**SEND NOTIFICATION**” to send it or “**CANCEL**”.

The screenshot shows a form for sending a manual notification. It includes the following fields and callouts:

- Subject:** A text input field with an asterisk indicating it is mandatory. A callout box labeled 'Add Subject' points to this field.
- Body:** A text area containing the text 'Contracting Authority: Ministry of transportation' and a note 'Maximum Characters: 2000'. A callout box labeled 'Add Body' points to this field.
- Attachment:** A 'Choose File' button with the text 'No file chosen'.
- Users:** A search and selection interface with a callout box labeled 'Send to specific user(s)'.
- GROUP OF USERS:** A list of predefined user groups with checkboxes:
 - All CA users (of own CA)
 - All CAPC users (of all CAs)
 - All Economic Operator admin users
 A callout box labeled 'Send to user groups' points to this section.

At the bottom, there is a note: '* Fields marked with an asterisk are mandatory' and two buttons: 'CANCEL' and 'SEND NOTIFICATION'.

Figure 85: Manual Notification functionality

In order to view a message, the CA User should select it and then click on the “**VIEW**” button. The selected message is displayed next with additional details depending on the message type (incoming, sent, or draft).


5 Search Functionality

The eTenders platform provides a “Simple” and an “Advanced” search functionality that allows a user to search for items of interest on the platform (e.g. Tenders, Organisations and Users). The Advanced search functionality also allows Contracting Authority users to search for Supplier Profiles and Contracts on the platform.

5.1 Simple Search

The simple search functionality covers searching for Call for Tenders (e.g. CFT), Organisations (e.g. Contracting Authorities) and Users.

Simple search is available only for logged in users and simple search queries are performed as follows:

1. Click on the “  ” icon on the top-right corner

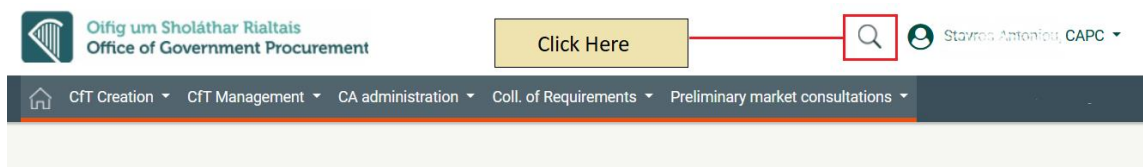


Figure 86: Search functionalities

2. Select the relevant search parameter (Call for Tender, Users, Contracts or Organisations) from the selection list

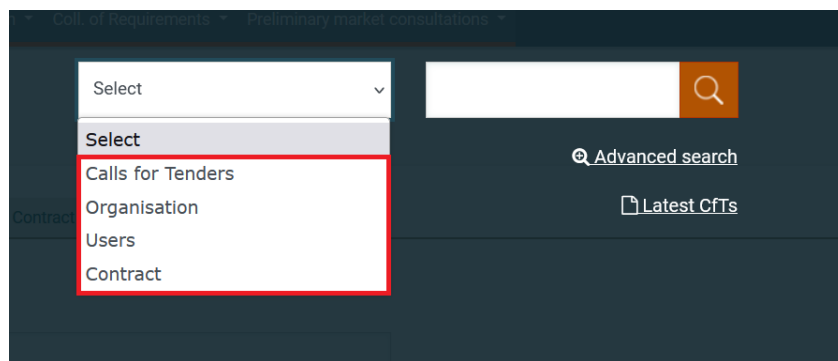


Figure 87: Simple search functionality

3. Provide the full name of the required record or part of it using the “*” wildcard

- Click on the “” button

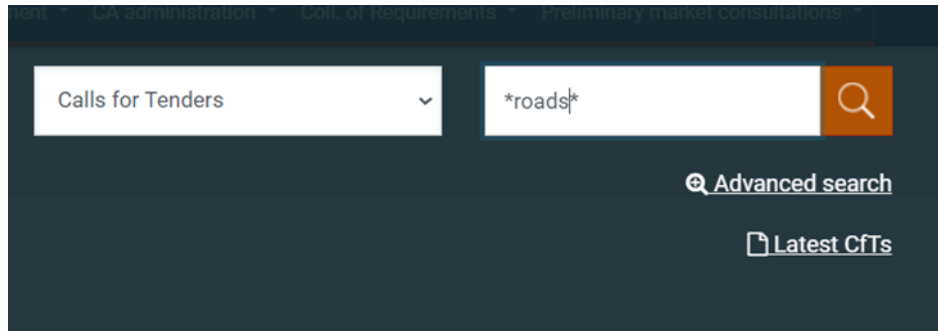


Figure 88: Simple search functionality

The results, if any, are then displayed within a table.

Simple search

SEARCH RESULTS

10 Results Per page | Displaying: 1-10 | 27 results in total.

#	Title	Resource ID	CA	Info	Date published	Tenders Submission Deadline	Procedure	Status	Notice PDF	Award date	Estimated value	Cycle	Number of tenders submitted	Interested Suppliers
1	Construction of roads6	104262	Ministry of transportation		21/03/2023 07:47:34	28/03/2023 00:00:00	Open	Cancelled			100,000.00	1	1	0
2	Construction of roads5	103846	Ministry of transportation		20/03/2023 15:29:22	28/03/2023 00:00:00	Open	Evaluation			100,000.00	1	1	1
3	Construction of roads - PMC example	92259	Ministry of transportation		15/03/2023 11:32:00	16/03/2023 00:00:00	Preliminary Market Consultation	Concluded				1		1


Figure 89: Simple search results for Call for Tenders

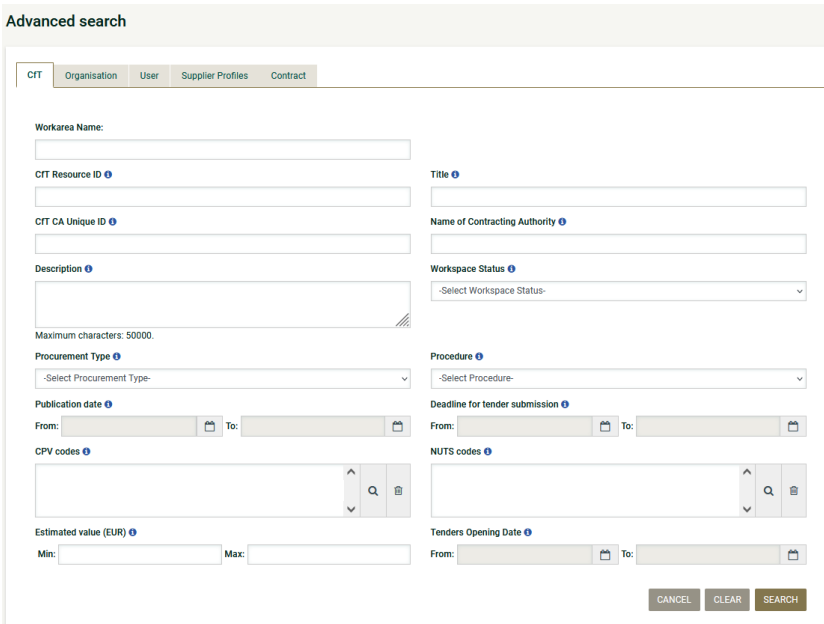
5.2 Advanced search

The functionality for the advanced search allows to search for Call for Tenders (e.g. CfT), as well as Contracts, Organisations (e.g. Contracting Authorities or Economic Operators organisation), Users and Supplier Profiles.

5.3 Call for Tender Search

In order to perform an advanced search query for Call for Tenders, the user should:

1. Click on the “  ” icon on the top-right corner
2. Click on the “Advanced search” link
3. Select the type of the search through using the appropriate tab (e.g. CfT)
4. Fill in the search parameters in the available fields (e.g. “CfT Resource ID”, “Title”, “Publication date”, etc.). Use of “*” wildcard is also supported
5. Click on the “**SEARCH**” button.



The screenshot shows the 'Advanced search' interface for 'Call for Tenders'. It has a header with tabs: 'CFT', 'Organisation', 'User', 'Supplier Profiles', and 'Contract'. Below the tabs are several search fields arranged in two columns. Each field has a small help icon (a circle with an 'i').


- Workarea Name:** A text input field.
- CFT Resource ID:** A text input field.
- CFT CA Unique ID:** A text input field.
- Description:** A large text area with a 'Maximum characters: 50000.' label.
- Procurement Type:** A dropdown menu with '-Select Procurement Type-'.
- Publication date:** Two date pickers labeled 'From:' and 'To:'.
- CPV codes:** A text input field with up/down arrows and a search icon.
- Estimated value (EUR):** Two text input fields labeled 'Min:' and 'Max:'.
- Title:** A text input field.
- Name of Contracting Authority:** A text input field.
- Workspace Status:** A dropdown menu with '-Select Workspace Status-'.
- Procedure:** A dropdown menu with '-Select Procedure-'.
- Deadline for tender submission:** Two date pickers labeled 'From:' and 'To:'.
- NUTS codes:** A text input field with up/down arrows and a search icon.
- Tenders Opening Date:** Two date pickers labeled 'From:' and 'To:'.

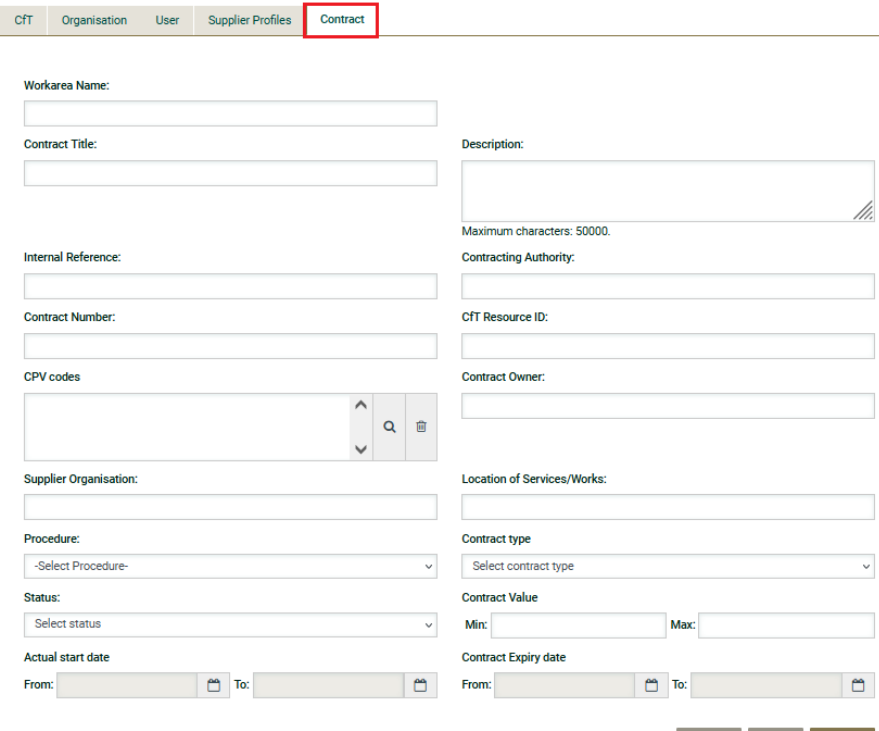
At the bottom right of the form, there are three buttons: 'CANCEL', 'CLEAR', and 'SEARCH'.

Figure 90: Advanced search for Call for Tenders

5.4 Contracts Search

In order to perform an advanced search query for Contracts, the user should:

1. Click on the “  ” icon on the top-right corner
2. Click on the “Advanced search” link
3. Select the type of the search through using the appropriate tab (e.g. Contract)
4. Fill in the search parameters in the available fields (e.g. “Contract Title”, “Contract Owner”, “Contract type”). Use of “*” wildcard is also supported
5. Click on the “**SEARCH**” button




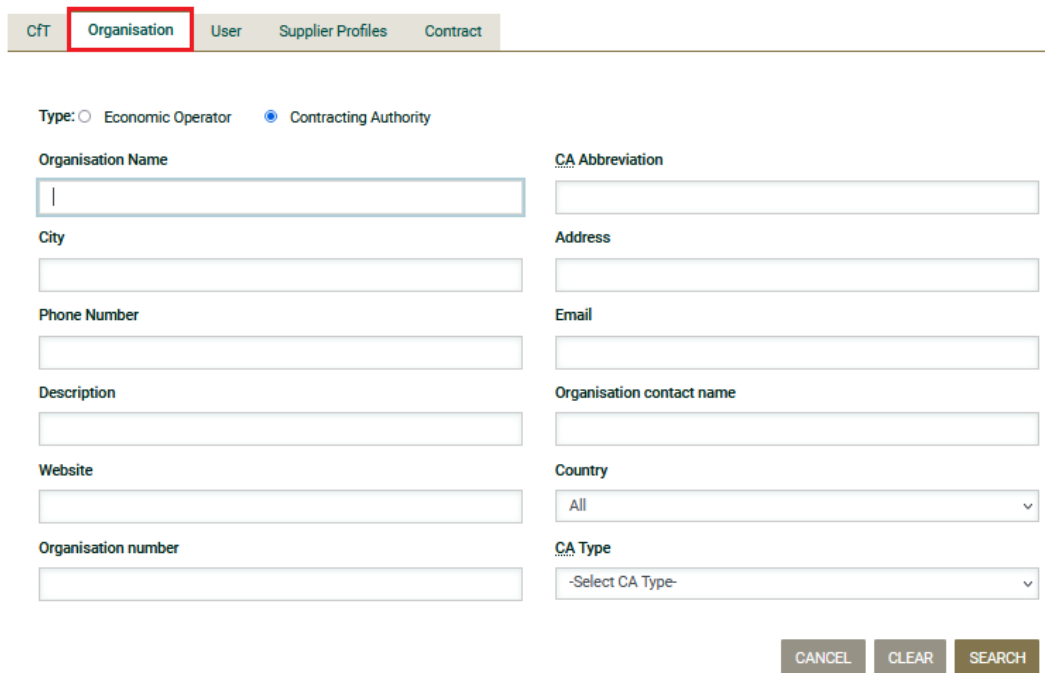
The screenshot shows the 'Advanced search for Contracts' interface. At the top, there are navigation tabs: 'CFT', 'Organisation', 'User', 'Supplier Profiles', and 'Contract'. The 'Contract' tab is selected and highlighted with a red border. Below the tabs, the search form is organized into two columns. The left column contains fields for 'Workarea Name', 'Contract Title', 'Internal Reference', 'Contract Number', 'CPV codes' (with a search icon and a trash icon), 'Supplier Organisation', 'Procedure' (a dropdown menu), 'Status' (a dropdown menu), and 'Actual start date' (with 'From' and 'To' date pickers). The right column contains fields for 'Description' (with a note 'Maximum characters: 50000.'), 'Contracting Authority', 'CFT Resource ID', 'Contract Owner', 'Location of Services/Works', 'Contract type' (a dropdown menu), 'Contract Value' (with 'Min:' and 'Max:' input fields), and 'Contract Expiry date' (with 'From' and 'To' date pickers). At the bottom right of the form, there are three buttons: 'CANCEL', 'CLEAR', and 'SEARCH'.

Figure 91: Advanced search for Contracts

5.5 Organisation Search

In order to perform an advanced search query for organisation, the user should:

1. Click on the “” icon on the top-right corner
2. Click on the “Advanced search” link
3. Select the type of the search through using the appropriate tab (e.g. Organisation)
4. Select the type of the organisation (Economic Operator Figure 93/ Contracting Authority Figure 92)
5. Fill in the search parameters in the available fields (e.g. “Organisation name”, “City”). Use of “*” wildcard is also supported
6. Click on the “**SEARCH**” button



CFT **Organisation** User Supplier Profiles Contract

Type: Economic Operator Contracting Authority

Organisation Name

CA Abbreviation

City

Address

Phone Number

Email

Description

Organisation contact name

Website

Country

Organisation number

CA Type

Figure 92: Advanced search for Contracting Authority



CFT Organisation User Supplier Profiles Contract

Type: Economic Operator Contracting Authority


Organisation Name	CPV Codes of interest
<input type="text"/>	<input type="text"/> ^ Q ☒
City	Address
<input type="text"/>	<input type="text"/>
Phone Number	Email
<input type="text"/>	<input type="text"/>
Description	Organisation contact name
<input type="text"/>	<input type="text"/>
Website	Country
<input type="text"/>	All ▾
Company Registration Number	Company type
<input type="text"/>	-Select Company Type- ▾
Enterprise type	Type of Business
-Select Enterprise Type- ▾	-Select Business Type- ▾
Market geographical coverage and location	
<input type="text"/>	

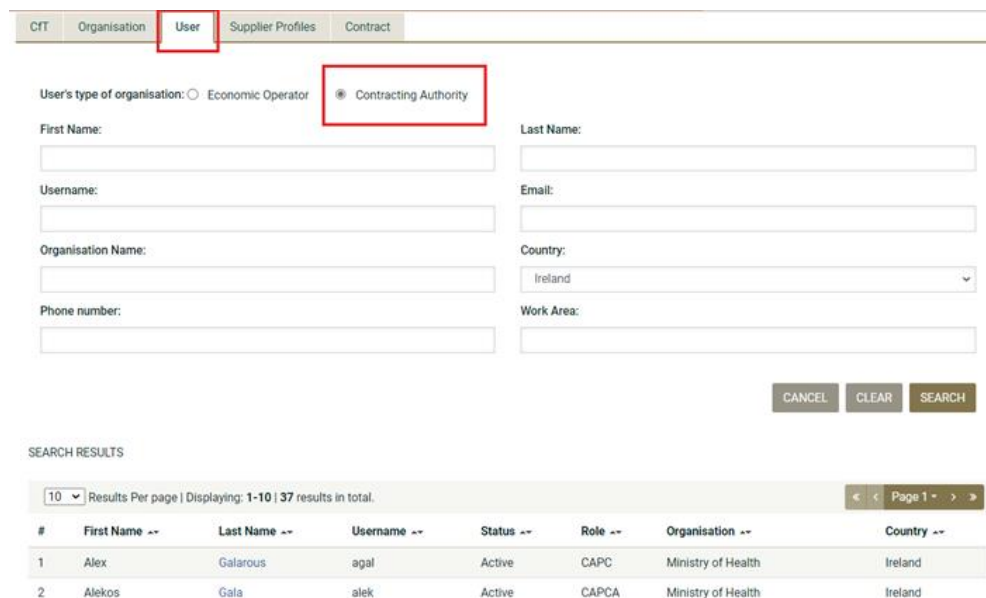
CANCEL CLEAR SEARCH

Figure 93: Advanced search for Economic Operator

5.6 User Search

In order to perform an advanced search query for Users, the user should:

1. Click on the “” icon on the top-right corner
2. Click on the “Advanced search” link
3. Select the type of the search through using the appropriate tab (e.g. User)
4. Select the type of the user (Economic Operator[Fig. 96])/ Contracting Authority [Fig. 95])
5. Fill in the search parameters in the available fields (e.g. “First name”, “Last name”, “email”, etc.). Use of “*” wildcard is also supported
6. Click on the “SEARCH” button



SEARCH RESULTS

10 Results Per page | Displaying: 1-10 | 37 results in total.

#	First Name --	Last Name --	Username --	Status --	Role --	Organisation --	Country --
1	Alex	Galarous	agal	Active	CAPC	Ministry of Health	Ireland
2	Alekos	Gala	alek	Active	CAPCA	Ministry of Health	Ireland

Figure 94: Advanced search for Contracting Authority users



CFT Organisation **User** Supplier Profiles Contract

User's type of organisation Economic Operator Contracting Authority

First Name:

Last Name:

Username:

Email:

Organisation Name:

Country:


Phone number:

CANCEL CLEAR SEARCH


Figure 95: Advanced search for Economic Operator users

5.7 Supplier Profiles (Certificate Templates / eAttestations)

In order to perform an advanced search query for Supplier Profiles, the user should:

1. Click on the “  ” icon on the top-right corner
2. Click on the “Advanced search” link
3. Select the type of the search using the appropriate tab (e.g. Supplier Profiles)
4. Then to select the type of certificate / criteria to search for.

At first all valid supplier profiles/ certificates are displayed on the screen.



Advanced search				
CFT	Organisation	User	Supplier Profiles	Contract
#	Certificate Template	Date created		
0	Certificate Template	25/11/22		
1	B1. INSURANCE INFORMATION (2017)	25/11/22		

Figure 96: Supplier Profiles (Certificate Templates)

To view the details/ criteria for a specific Certificate Template, the user may click on the template name and the details will be displayed on the next screen.

[C04] HEALTH AND SAFETY POLICY AND CAPABILITY [v0.1]

Q2. Exemption: You have (as a Contractor and/or Design/CDM C Practice) within the last twelve months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum :

Yes
 No

Q3. You (as a Contractor and/or Design/CDM C Practice) hold a UKAS or equivalent, accredited independent third party certificate of compliance with BS OHSAS 18001.

Yes
 No

S1-Q1 - I confirm that I hold and will maintain 3rd party certification of my documented health and safety management system and that the certification provider of my documented health and safety management system is listed on the CPD web site.

Yes
 No

S1-Q2 - I confirm that my Company does not have any Fatal /Major Injury Accidents (RIDDOR or equivalent) or has been issued with any Enforcement Notices since obtaining our most recent health and safety competence assessment certificate issued by an organisation that is a scheme member of the SSIP Forum.

Yes
 No

Figure 97: Selected Supplier Profile (Certificate Template)

After having selected the criteria to use for the search and clicked on the “**SEARCH**” button, the Economic Operators organisations that are using the selected supplier profile/ criteria are displayed.

#	Certificate Template	Date created
0	Certificate Template	25/11/22
1	B1. INSURANCE INFORMATION (2017)	25/11/22

For more results please make use of the * wildcard

Certificate Template

CRITERION

yes

no

CANCEL CLEAR FORM **SEARCH**

Figure 98: Economic Operators for Selected Supplier Profile

5.8 Search current opportunities

To view the latest CFTs published on the platform, the (CAPC or CAPCA or CAPO) user may click on the “View current opportunities” option and a list of the latest Call for Tenders published and available to view by that user (depends on their access rights) are displayed.



Figure 99: Search to View Current Opportunities

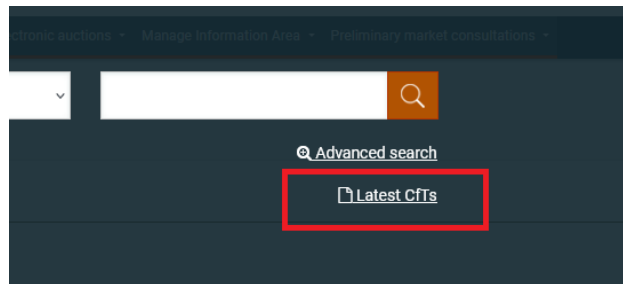
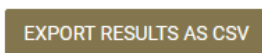


Figure 100: Search to View Current Opportunities (2)

5.9 CSV export

To download the search results for Users and/ or Organisations, the user may click on the “**EXPORT RESULTS AS CSV**” button.



The exported file provides the full details for organisations or user accounts, e.g. name, username, company type, registration number, etc.

6 Contract Management

From this menu item, the system allows to manage information about contracts awarded/created under the particular organisation. This means that from this section, the users having access to the contract can view contract information or download/upload contract documents.

6.1 My Contracts

Following the completion of the public procurement process and the award of the CfT, the CAPC user can create the contract between the Contracting Authority and the Economic Operator. The POTC User has the opportunity to VIEW, EDIT or FINALISE the contract workspace. Any other user, like CAPC or EO User have only the rights to VIEW the Contract workspace.

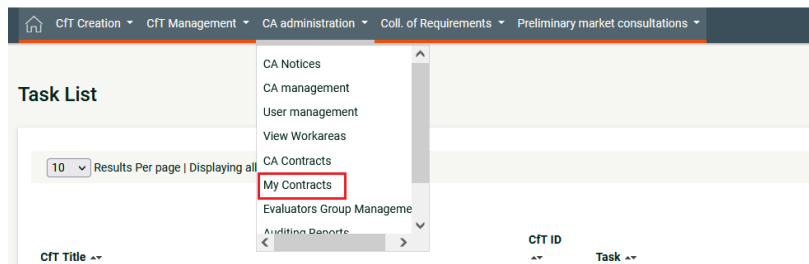


Figure 101: My Contracts Functionality

My Contracts

10 Results Per page | Displaying: 1-10 | 63 results in total. << Page 1 >>

Contract Title	Contract Number	Actual start date	Contract Expiry date	Contract Value	Action
school equipment k	42281	25/02/2023		50000.00	Edit
parks	43317	10/03/2023		500000.00	Edit
FA - miniCompetition1	43973	24/02/2023		40000.00	Edit - Delete - Finalize
FA- mini competition 2	44110	11/03/2023		40000.00	Edit

Figure 102: View Contracts

The POTC can edit the contract workspace by clicking the respective EDIT button displayed in the action column.

CONTRACT: FA - MINICOMPETITION1 (STATUS: AWAITING FINALISATION) Show Contract Menu

COMPETITION DETAILS:	Competition details
SUPPLIER ORGANISATION ID:	1059
SUPPLIER ORGANISATION:	Kask Sup
CONTRACTING AUTHORITY:	Ministry of transportation
Status: *	Awaiting finalisation
Contract Title: *	FA - miniCompetition1
Description: *	FA - miniCompetition1
Internal Reference:	
Contract Duration: *	24
Contract Expiry date:	
Extention Duration:	
Proposed signing date:	
Planned start date: *	23/02/2023
Review date:	
Actual start date: *	24/02/2023
Contract type *	Mini Competition
Contract Value: *	40000.00
Drawdown Mechanism:	
Evaluation Mechanism: *	Best Price-Quality Ratio
Procedure: *	Specific Contract
Procurement Type: *	Services
Contract awarded in Lots: *	No
Location of Services/Works:	
Tender competition platform:	

CANCEL SAVE CONTRACT

Figure 103: Edit Contract Workspace

By clicking on the “Finalise” button above, the Contract status is changing to “finalised”. As soon as the POTC user finalise the Contract document, the status changes to “**Final**” and the contract area becomes immediately available to the supplier users associated to the contract.

6.2 Contracting Authority Contracts

6.2.1 View CA Contracts

The CAPC/CAPCA user has access to their organisation contracts from the main menu and can select the option “**CA Contracts**” under CA Administration. The contracts accessible in this section are the contract created via the “**Create Contract**” task displayed to the **POTC** user following the awarding of a call for tender.



Figure 104: CA Contracts Menu option

NOTICE: CAPO users are able to see only the contracts that they are associated with.

CA Contracts					
10 Results Per page Displaying all 5 matches.					
Contract Title	Contract Number	Actual start date	Contract Expiry date	Contract Value	Action
AH 908/213 DFI - ROADS AND RIVERS - RAINING STRUCTURES	18868	30/12/2022		2000000.00	Edit
AH 920/213 - ROADS AND RIVERS - WINTER SERVICE GPS AND ROUTE NAVIGATION SYSTEM	18894	12/01/2023		9000000.00	Edit - Delete - Finalize
AH 915/213 - ROADS AND RIVERS - WINTER SERVICE GPS AND ROUTE NAVIGATION SYSTEM	26956	31/01/2023		1000.00	Edit - Delete - Finalize
AH 915/213 - ROADS AND RIVERS - WINTER SERVICE GPS AND ROUTE NAVIGATION SYSTEM	26968	31/01/2023		8200000.00	Edit - Delete - Finalize
AH 925/209 DFI - DEFENCE - EQUIPMENT AND FACILITIES MAINTENANCE	28192	10/01/2023		43000000.00	Edit - Delete - Finalize

Figure 105: CA Contracts table

The system displays all contracts created by the Contracting Authority and the user can “**Edit**”, “**Delete**” and “**Finalise**” a draft contract. After finalisation of the contract, only the edit option remains available. By clicking on the Contract title displayed in the “**Contract Title**” column, the system redirects the user to the contract workspace area, where the contracts details are

displayed. In this page, the user can edit the contract details by clicking the “**Edit Contract**” button.

CONTRACT: SCHOOL EQUIPMENT K (STATUS: EXPIRED)	
COMPETITION DETAILS:	Competition details
SUPPLIER ORGANISATION ID:	1059
SUPPLIER ORGANISATION:	Kas Sup
CONTRACTING AUTHORITY:	Ministry of transportation
STATUS:	Expired
CONTRACT TITLE:	school equipment k
DESCRIPTION:	school equipment k
INTERNAL REFERENCE:	
CONTRACT DURATION:	3
CONTRACT EXPIRY DATE:	
EXTENTION DURATION:	
PROPOSED SIGNING DATE:	
PLANNED START DATE:	24/02/2023
REVIEW DATE:	25/02/2023
ACTUAL START DATE:	25/02/2023
CONTRACT TYPE:	A Public Contract
CONTRACT VALLIE:	50000.00
DRAWDOWN MECHANISM:	
EVALUATION MECHANISM:	Best Price-Quality Ratio
PROCEDURE:	Simplified
PROCUREMENT TYPE:	Supplies
CONTRACT AWARDED IN LOTS:	false
LOCATION OF SERVICES/WORKS:	
TENDER COMPETITION PLATFORM:	
CONTRACT MANAGER/REPRESENTATIVE NAME & CONTACT:	konstantina kas

Figure 106: Contract Workspace

In this section, the system displays the contract details. From the menu button on top right corner of the page, the CAPC user has access to contract documents and functionalities available for contract management.

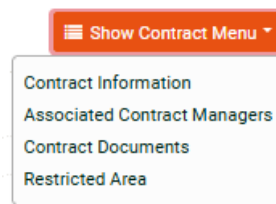


Figure 107: Contract Workspace Menu

The CAPC user can manage the associated managers for this contract, by adding either a new contract user or contract manager. Furthermore, there is the possibility to disassociate a user (user/ manager) from the contract.

Associate/Disassociate Contract Managers

CONTRACT: SCHOOL EQUIPMENT K (STATUS: EXPIRED) Show Contract Menu

10 Results Per page | Displaying the 1 match.

First Name	Last Name	Role	Actions
konstantina	kas	Contract Manager	Disassociate

ADD CONTRACT USER ADD CONTRACT MANAGER

Figure 108: Associate/Disassociate Contract Manager functionality

By selecting either of the above options, the system displays a search form, where the user can search for all or specific users, in order to associate the selected user to the selected contract role.

Search for Users

First Name:

Last Name:

Organisation Name:

Country:

SEARCH

Select user

SEARCH RESULTS

10 Results Per page | Displaying: 1-10 | 60 results in total.

<input type="checkbox"/>	First Name	Last Name	Username	CIT Role	Contract Role	CA Role	Organisation	Country
<input type="checkbox"/>	Alex	Galarous	agal		CAPC		Ministry of Health	Ireland
<input type="checkbox"/>	Al	Galarian	agala		CAPO		Ministry of Health	Greece
<input type="checkbox"/>	Alekos	Gala	alek		CAPCA		Ministry of Health	Ireland
<input type="checkbox"/>	Alexander	Galar	alex		CAPO		Ministry of Health	Ireland
<input type="checkbox"/>	Anna	Kas	anna		CAPO		Ministry of transportation	Ireland
<input type="checkbox"/>	Argyro	CAPC	argyro		CAPC	AAL		Ireland
<input type="checkbox"/>	buy1	buy1	buy1		CAPC		Ministry of Finance	Cyprus
<input type="checkbox"/>	john	brown	buy10		CAPC		Ministry of Transport	Cyprus
<input type="checkbox"/>	Michael	Jordan	buy101		CAPC		Ministry of Works	Greece
<input type="checkbox"/>	Shaq	Oneil	buy102		CAPC		Ministry of Works	Greece

Click Here CANCEL SELECT

Figure 109: Add Contract User

From the Contract menu, CAPC/CAPCA user can manage the contract documents. The user can “add”, “view” and “withdraw” a contract document at any time.

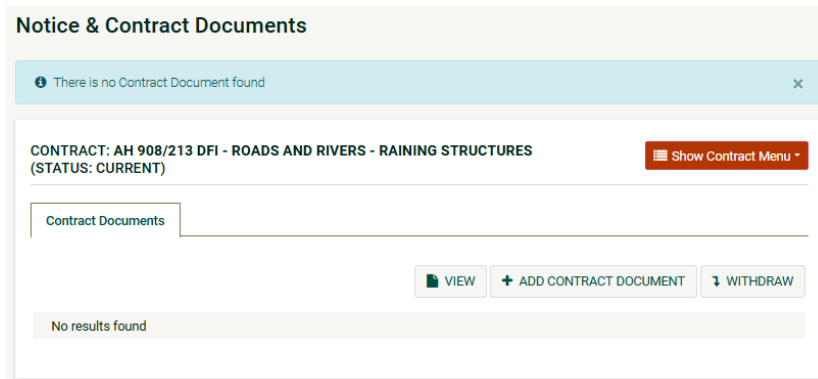


Figure 110: Contract Documents page

In order to “add” a document, the user clicks on the “add contract document” button and adds all the necessary information before perform a “save” action. Mandatory fields are

- Title (Title of the new documents)
- Language (the language of the document)
- Description (the description of the document)
- Attachment (upload file from local storage or load a file from template library)
- Status (save document as draft or final)

Figure 111: Add Contract Document

In case the user saves the document as draft, the system displays option “edit” and “delete”. After finalisation the user can “withdraw” the document.

Notice & Contract Documents

Contract Document successfully uploaded

CONTRACT: PARKS (STATUS: EXPIRED) Show Contract Menu

Contract Documents

VIEW + ADD CONTRACT DOCUMENT WITHDRAW SELECT APPROVAL GROUPS

10 Results Per page | Displaying the 1 match.

Select	Addendum ID	Title	File	Date Upl.	Lang.	Creator	Status	Document Versions	Approval History	Actions
<input type="radio"/>	N/A	Test	c4L_67971_1_technical.xls	19/04/2023	EN	konstantina kas	Draft			

Figure 112: Contract Documents with "Draft" status

Notice & Contract Documents

Contract Document successfully edited

CONTRACT: PARKS (STATUS: EXPIRED) Show Contract Menu

Contract Documents

VIEW + ADD CONTRACT DOCUMENT WITHDRAW SELECT APPROVAL GROUPS

10 Results Per page | Displaying the 1 match.

Select	Addendum ID	Title	File	Date Upl.	Lang.	Creator	Status	Document Versions	Approval History	Actions
<input type="radio"/>	1	Test	c4L_67971_1_technical.xls	19/04/2023	EN	konstantina kas	Final			

Figure 113: Contract Documents with "Final" status

To “view” the document, user has to select the required documents and click on “view” button.

Notice & Contract Documents

CONTRACT: AH 908/213 DFI - ROADS AND RIVERS - RAINING STRUCTURES (STATUS: CURRENT) Show Contract Menu

TITLE: New Doc Added comments before finalization

LANGUAGE: EN

DESCRIPTION:

DIFFERENCES WITH THE EARLIER VERSIONS: clarifications added

ATTACHMENT: TEST.docx

STATUS: Final

Cancel

Figure 114: View Contract Document



The eTenders platform also offers the “Restricted Area” functionality for storing document in the Contract workspace. In this section the actions and the forms are similar to Contract Document section described above, but the main difference is that the system stores the uploaded Restricted Document, which is only accessible by other POTC user associated to this CfT (and not by the EO organisation associated to the contract).

7 Creation of a new Call for Tender

7.1 Creation of a new Call for Tender

To create a new Call for Tender workspace (**CfT**), the user should click on the “Create New CfT” option available in the “CfT Creation” menu.

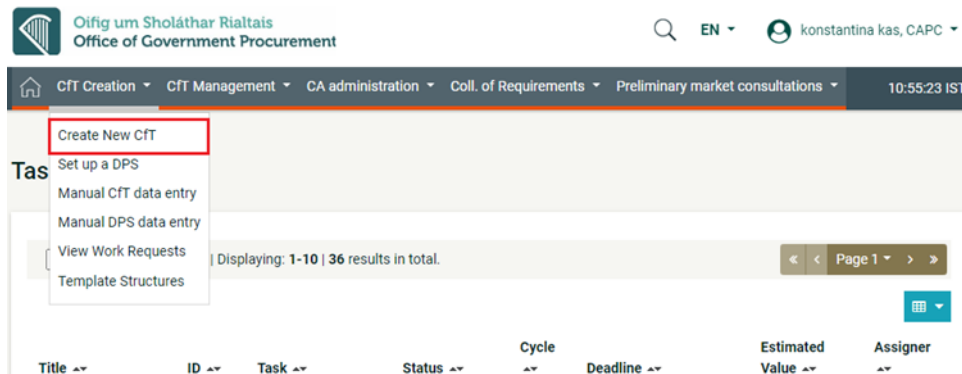


Figure 115: CfT Creation Menu

1. Fill in, at least the mandatory for this stage fields for the CfT information :
 - Title (mandatory)
 - CfT CA Unique ID is provided by the system automatically following the creation¹

¹ 'CfT CA Unique ID' is automatically generated by the system at the time of CfT creation, and stored within the CfT workspace information. 'CfT CA Unique ID' is read-only thus may not be edited by users. The ID is generated examining the following concatenation of values 'CA Acronym' + 'Number of CfTs', where CA ID is the Contracting Authority Acronym as in the 'CA Abbreviation' field, and 'Number of CfTs' is the number of CfTs created by that Contracting Authority.

- Language of publication
- Description (mandatory)
- Procurement Type (mandatory)
 - Supplies
 - Services
 - CPC Category
 - Works.
- Directive
 - 2014/24/EU (Classic)
 - Type of Procedure:
 - Open
 - Accelerated open
 - Restricted
 - Accelerated restricted

- Competitive with negotiation
- Accelerated competitive with negotiation
- Negotiated without prior publication
- Competitive dialogue
- 2014/25/EU (Utilities)
 - Type of Procedure:
 - Open
 - Restricted
 - Negotiated with prior call for tender
 - Negotiated without prior call for tender
 - Competitive dialogue
- 2014/23/EU (Concession)
 - Type of Procedure:
 - Open
 - Restricted
 - Involving negotiations
- 2009/81/EC (Defence)
 - Type of Procedure:
 - Restricted
 - Accelerated restricted
 - Negotiated with publication
 - Accelerated negotiated with publication
 - Negotiated without prior publication
 - Competitive dialogue
- (None)
 - Type of Procedure
 - Simplified
- Depending on the Type of Procedure selected whether the CfT involves a Public contract or a framework agreement.
- CPV codes (see section 2.0.2 Inserting Common Procurement Vocabulary Codes (CPV) .
- Contact Point.
- Work Area.
- Publish on Behalf Of².

² 'On behalf of' and 'Participating bodies' allow selecting additional Organisations from the same single Organisation list. Such information is simply stored and visible on CfT level.

- Participating Bodies.
- Award per item.
- Whether an eAuction event will be arranged prior to awarding the contract, or not.

- NUTS codes.
- Internal Estimated Value
- Estimated value
- Selection whether the CfT is above or below the publication threshold
- Deadline for clarifications
- Deadline for tender receipt
- Deadline for dispatching invitations
 - Available for restricted, accelerated restricted, negotiated with advertisement, negotiated without advertisement, accelerated negotiated, competitive dialogue types only
- Selection whether documents could be uploaded within clarifications, or not
- Tenders Opening date
- Selection whether suppliers may register online for notifications (submit Expression of Interest), or not
- Selection whether EU funding is applicable for the CfT
- Selection on the tender evaluation mechanism (Price/Cost Effectiveness, or Best Price/Quality Ratio)
 - Option set by default to Best Price/Quality Ratio for Competitive Dialogue procedures)
- Selection whether the CfT will be awarded in Lots:
 - If so:
 - Number of Lots
 - Whether submission will cover
 - One Lot Only
 - Maximum number of Lots (set Maximum number of Lots)
 - All Lots
- Whether multiple tenders will be accepted for each supplier
- Contract duration in months or years³
- Validity of Tender in days or months⁴
- OJEU link⁵
- Contract Award Date
- Date Accepted by Contractor

³ Automatically pre-populates the related field in the Contract Notice in the Form Filling Module.

⁴ 'Tender validity' automatically pre-populates the related field in the Contract Notice in the Form Filling Module. The default value for this field is 90 days. A 'Tender Validity Period Reminder' is sent 21 days before the deadline expires (e.g. 90 -21) to the Tender Coordinator so as to remind them to request suppliers to confirm offline the extension of the tender validity period. The POTC may extend the Tender Validity value at any point of the Tender submission stage.

⁵ The POTC may manually record the OJEU link (to be displayed in CfT information).

In order to create a CfT workspace, only certain fields are mandatory. These include Title, Language, Description and Procurement type, Directive, Procedure, Lots, public contract / Framework Agreement and allow the upload of documents during clarifications (by suppliers). With those fields only the system may successfully create the CfT workspace, and generate the “CfT Unique ID” code. The rest of the fields may be completed at a later stage, during step 2 with the “Finalise CfT core information” pending task.

Click on the “**CREATE NEW CFT**” option in CfT Creation tab on Menu and the Call for Tender is created and available in Draft Status. (Figure 115: CfT Creation Menu & Figure 116: Creation of CfT Workspace)

Create CfT Workspace

WORKSPACE INFORMATION

Title *

(Maximum characters: 200).

CfT CA Unique ID

Description *

(Maximum characters: 1000).

Procurement Type

-Select Procurement Type-

Directive *

-Select Directive-

Contact Point

Publish on behalf of

Participating bodies

CPV Codes

Award per Item

Yes No

NUTS codes

Estimated value (EUR)

Internal Estimated value (EUR)

Note: Only CAPC and CAPCA users in your organisation can visualise this value.

Above or Below threshold
 Above Below [Legislation on Threshold](#)

Request for clarification
 hh: 00 mm: 00

Time-limit for receipt of tenders or requests to participate
 hh: 00 mm: 00

Upload of documents within the clarifications *
 Yes No

Tenders Opening Date

Deadline for dispatching invitations

Allow Late Tenders
 Yes No

Allow suppliers to make an online Expression Of Interest
 Yes No

EU funding
 Yes No

Evaluation Mechanism
 Price/Cost Effectiveness Best Price-Quality Ratio

Contract awarded in Lots *
 Yes No

Multiple tenders will be accepted
 Yes No

Contract duration in months or years, excluding extensions
 months

Validity of Tender in days or months
 days

OJEU link

Language of publication *
 EN GA

Number of openers *
 One Two

* Fields with asterisk are mandatory

Figure 116: Creation of Cft Workspace

Contract awarded in Lots *
 Yes No

Number Of Lots *

Tenders For Lots
 One Lot Only Maximum Number of Lots All Lots

Figure 117: Lot Setup

7.2 Association of Contracting Authority Users

To continue in the procurement process, the user should associate the following users with the Call for Tender:

- PO/TC. Procurement Officer Tender Coordinators (at least 1 user)
- PO/OS. Procurement Officer Opening Staff (at least 1 user)
- PO/ES and PO/ESR. Procurement Officer Evaluating Staff (maximum 30 PO/ESR & PO/ES users). At least one of the evaluators to be associated (ESR) will lead the evaluation committee. If only a single evaluator has been associated to a Call for Tender; their role must be ESR. The PO/TC may select any buyer registered in any Contracting Authority on the system in order to associate them as “Candidate Evaluator”

- User should click on the “Associate PO/OS and PO/ES” pending task

Title ^v	ID ^v	Task ^v	Status ^v	Cycle ^v	Deadline ^v	Estimated Value ^v	Assigner ^v
Example simple cft	115879	Associate PO/TC	Draft	1	No deadline is associated with this task		
Example simple cft	115879	Finalise CFT Core Information	Draft	1	No deadline is associated with this task		
procurement of laptops	100151	Unlock Tenders	Awaiting Tender Opening	1	No deadline is associated with this task		
Construction of Roads2	67741	Unlock Tenders	Awaiting Tender Opening	1	No deadline is associated with this task	1,000,000	
Construction of Roads2 - No multiple tenders	67971	Unlock Tenders	Awaiting Tender Opening	1	No deadline is associated with this task	1,000,000	

Figure 118: Association of users pending tasks

The user can click on either “ADD Evaluator Group” which enables the selection of a number of evaluators from a created group or “ADD Evaluators” or “ADD Tender Openers” or “ADD Tender Coordinators”.

Associated Officers

Currently 0 PO/OS are associated. Please associate 1 PO/OS
Currently 0 PO/ESR are associated. Please associate 1 PO/ESR

CFT: EXAMPLE SIMPLE CFT (STATUS: DRAFT) MY CFT ROLE IS: PO/TC Show CFT Menu

10 Results Per page | Displaying the 1 match.

First Name ^v	Last Name ^v	Role	Status	Actions
konstantina	kas	PO/TC	✓	Options ADD PO/ES GROUP ADD PO/ES USERS ADD PO/ESR USERS ADD PO/OS USERS ADD PO/TC USERS

Figure 119: Respective association of users

- Provide the user details for search or leave it blank, using the “*” wildcard functionality and click on “SEARCH” button
- The system will display the relevant results below

Search for Users

First Name:

Last Name:

Organisation Name:

Country:

10 Results Per page | Displaying 1-10 | 60 results in total. Page 1

<input type="checkbox"/>	First Name	Last Name	Username	CFT Role	CA Role	Organisation	Country
<input type="checkbox"/>	Alex	Galarous	agal		CAPC	Ministry of Health	Ireland
<input type="checkbox"/>	Al	Galarian	agala		CAPO	Ministry of Health	Greece
<input type="checkbox"/>	Alekos	Gala	alek		CAPCA	Ministry of Health	Ireland
<input type="checkbox"/>	Alexander	Galar	alex		CAPO	Ministry of Health	Ireland
<input type="checkbox"/>	Anna	Kas	anna		CAPO	Ministry of transportation	Ireland
<input type="checkbox"/>	Argyro	CAPC	argyro		CAPC	AAL	Ireland
<input type="checkbox"/>	buy1	buy1	buy1		CAPC	Ministry of Finance	Cyprus

Figure 120: Search for users to associate

Evaluator Users, either Evaluation Officers (ES) or Lead Evaluation Officers (ESR), are added as “Candidate” because they need to accept the platform’s code of conduct and confirm that there is no conflict of interest for the evaluators that would prevent them from being able to evaluate the tender in question.

Candidate evaluators feature an orange exclamation mark icon next to their details. A red warning on the other hand is displayed for users who have rejected the code of conduct. Such users will not receive the “Evaluator” role, thus will not be in position to Evaluate Tenders.

Associated Officers

Currently 2 PO/OS are associated. Please associate 1 PO/OS

CFT: EXAMPLE SIMPLE CFT (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR CANDIDATE

10 Results Per page | Displaying all 3 matches.

First Name	Last Name	Role	Status	Actions
konstantina	kas	PO/TC + PO/OS + PO/ESR Candidate		Disassociate Replace Evaluator
eleni	ka	PO/OS		Disassociate
D	Sch	PO/ES Candidate		Disassociate Replace Evaluator

The candidacy is pending user's acceptance

ADD PO/ES GROUP ADD PO/ES USERS ADD PO/ESR USERS ADD PO/OS USERS ADD PO/TC USERS

Figure 121: Candidate Evaluator User

By default the creator of a Call for Tender is assigned with the role PO/TC. However, more than one user can be assigned as PO/TC to a Call for Tender.

The procurement officers assigned with the roles PO/TC and PO/OS should belong to the Contracting Authority where the particular Call for Tender is published.

The user role combinations for PO/TC + PO/ESR, and PO/TC + PO/ES, are also supported. PO/TC + PO/ESR users are in a position to act as PO/OS and select/ confirm the list tenders to be opened. So a combined role for PO/TC + PO/OS + PO/ESR is supported.

The users and their associated roles within a Tender can be modified at any time. A user can also be removed from a particular Call for Tender by clicking the Disassociate button next to the user's name.

Important Note: When a PO/ES user is disassociated from a Call for Tender, all their comments and scores (associated with the Cft) are **deleted and cannot be restored**.

It should be noted that a Tender evaluator can be replaced at any time during the procurement process. In these circumstances, all completed Tender evaluations (draft or finalized) will be copied to the newly assigned user's workspace. The status of all finalised evaluations will change to "Not Evaluated" to allow the new evaluator to subsequently edit and modify these evaluations.

7.3 Cft workflow Configuration

The platform allows the Procurement Officer to define for each Cft, which of the Cft phases (steps) will be carried out online or offline (outside the system). By selecting this functionality, the user decides which of the procurement process steps will take place online:

- Definition of the tender structure, and awarding criteria
- Tenders submission and opening
- Tender evaluation and assignment of scores

After selecting which phase will take place online or offline the user clicks on the "**DEFINE CFT WORKFLOW**" button. This saves the selection made and applies it to the particular Cft.



Important NOTE: Once the Request for Tender workflow has been configured, this configuration then becomes permanent for the Cft and as such cannot be changed.

Define Call for Tender Workflow

CFT: EXAMPLE SIMPLE CFT (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED Show CFT Menu

The workflow settings allow the PO/TC to define the system services to be activated for this CFT. Please click on the Information icon next to each option, to learn more about each option.

Please note that once defined, this CFT workflow configuration can no longer be altered.

SET ALL OFFLINE SET ALL ONLINE

Phase	Steps	Online/Offline
Notification	Define tender structure (and awarding criteria)	Select i
Tendering	Submit and Open tenders	Select i
Evaluation	Assign scores	Select i

CANCEL DEFINE CFT WORKFLOW

Figure 122: Warning message of definition of workflow

Phase	Steps	Online/Offline
Notification	Define tender structure (and awarding criteria)	Online i
Tendering	Submit and Open tenders	Online i
Evaluation	Assign scores	Online i

CANCEL DEFINE CFT WORKFLOW

Figure 123: Definition of Workflow for a Call for Tender

7.3.1 Tender Structure Workflow Scenarios

When creating a call for tender workspace in the eTenders platform, the procurement Officer can select from the following supported Tender workflow scenarios.

Phase	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6
Notification	Online	Online	Online	Online	Offline	Offline
Tendering	Online	Offline	Offline	Online	Online	Offline
Evaluation	Online	Online	Offline	Offline	Offline	Offline



NOTE: When the user sets the Notification phase to “offline”, the system automatically sets “Evaluation” section to “offline”.

NOTE: Setting Tendering to “offline” is supported but may not constitute a realistic scenarios, as this does not allow companies to use online the functionality for their tender submissions.

7.3.1.1 Tendering Offline

When setting the **Tendering** phase to “offline” the Procurement Office changes the cycle of the CfT. In that case, the process of the Tender Structure set up is the same as explained in the following chapters. The main difference is in the “Tender submission” phase, where the EO actor cannot submit a tender online. When this phase is set to offline, the tenders can only be introduced in the system using the “add offline tender” functionality, which the PO/OS user can use when the tender opening deadline has been reached. The PO/OS selects the “Unlock Tenders” task, updates the list of Tenders received offline. For each tender, the user adds the available details in the following offline form.

The screenshot shows a web form titled "Update system with tenders received offline". At the top, it displays "CfT: EXAMPLE SIMPLE CfT (STATUS: DRAFT) MY CfT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED" and a "Show CfT Menu" button. Below this is the "Offline Tenders Details" section, which contains a form with the following fields: "Economic Operator Name *" (with a search icon), "Company's Representative", "Tender Name *", "Supporting document" (with a "Choose File" button and "No file chosen" text), "Submission Date" (with a calendar icon), "Submission Time", and "Pricing Information". At the bottom of the form is a blue "+" button and "SAVE" and "CANCEL" buttons.

Figure 124 Offline Tender Submission

After adding the offline tender to the list, the user selects the imported Offline submissions and clicks on “Submit list of tenders”. Upon completion of the opening procedure the PO/ESR then proceed with the “Release Envelopes” task where the submitted tenders can be downloaded from the icon next to “Original uploaded file:” field. The PO/TC user may then proceed with the evaluation of the tenders based on the tender structure that was initially created online and the tender responses that were received offline.

Note: The EO submitted values are not shown on the online tender evaluation page because of the offline submission. Upon completion of the evaluation procedure the PO/ESR is able to proceed with the generation of the evaluation report as normal. After the approval of the evaluation report the pre-standstill ranking and then the standstill period follow, as soon as the evaluation results have been announced. When the standstill period deadline is reached and the post-standstill ranking is confirmed the PO/TC can then proceed with the contract award.

7.3.1.2 Notification Offline

By setting the **Notification** phase to “offline” (the platform will also automatically set the **Evaluation** phase to “offline”), the PO/TC user is prompted to create and publish a contract notice without the need to create any associated **Tender Structure**. When the Tender is published, the EO users can search for the CfT, express an interest and submit a tender response. When accessing the WebTPT module to submit their response, the EO simply needs to choose the necessary files to be uploaded as part of their tender response. Important Note: As this tender does not include a Tender Structure, the ESPD functionality is not available with these competition types.

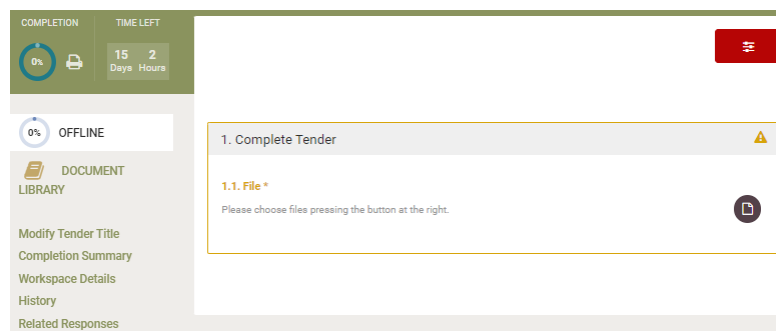


Figure 125: Submit Tender without structure

Once the tender response deadline has passed, the Opening Officer (PO/OS) opens the tender responses received and accesses them by completing the “Unlock Tenders” task.

The Lead Evaluation Officer (PO/ESR) then continues with the “Enter Offline Results” task. The pricing needs to be included for each tender response and additionally, the Lead Evaluation Officer (PO/ESR) needs to Approve or Reject the tender response.

Note: The Lead Evaluation Officer can download a printer friendly PDF or the originally uploaded file to complete their evaluation.

7.3.1.3 Evaluation Offline

When the **Evaluation** set to “offline”, the PO/ESR user does not have the option to “Release Envelopes” any longer. Instead, the “Enter Offline Results” task. For completing this, the PO/ESR has to import the pricing details from the tender responses and set the final decision for each tender response (i.e. approved or rejected). The Lead Evaluation Officer can also download the tender’s PDF file or the original file uploaded from the supplier.

Offline evaluation results

CFT: EXAMPLE SIMPLE CFT (STATUS: EVALUATION) MY CFT ROLE IS: PO/ESR Show CFT Menu

Cycle 1

Note: All prices must be provided in EUR. If the prices you wish to submit are in another currency please convert them in EUR first.

Economic Operator Name	T/P receipt ID	Original uploaded file	Printer-friendly tender	Price	Approve/Reject
Eurodyn Luxembourg	000000414			<input type="text"/>	Approve ▼

SAVE AS DRAFT SAVE AS FINAL

Figure 126: “Enter Offline Results” task

7.4 Creation and Management of Tender Structure

Within the eTenders platform, the Tender Structure constitutes the questionnaire that the suppliers will need to complete as part of their tender responses. When the all aspects of the Tender Workflow have been set to “Online” by the PO/TC then the Tender Structure questionnaire is mandatory for completion by the suppliers as part of their response. The configuration of the tender will also impact on the Tender Structure (i.e. lots and/or weightings).

In order to define the Tender Structure, the following steps should be followed:

Step 1: Configuration of Tender Structure

- Option “Import Template (XML/Excel)”: if yes , the user may import a valid XLS, or XML file from the locations as follows:
 - Upload a valid Tender Structure XML/Excel Matrix file from their workstation or
 - Load one from the Template Library

The tender structure XML to be imported must match the setup for the Call for Tender. For instance, an XML exported from a Call for Tender with evaluation method being Price/Cost Effectiveness and comprising Lots cannot be imported into a Best Price-Quality Ratio Call for Tender without Lots. In such cases, the system displays relevant validation messages.

Tender Structure

CFT: EXAMPLE SIMPLE CFT (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/ESR ACCEPTED Show CFT Menu

Import Template (XML/Excel):
 No Yes

Tender will be packed in:
 One Envelope Two Envelopes

POES access to tender sections:
 Full access Incremental access

Please upload a valid Tender Structure XML/Excel Matrix file:
 No file chosen

ESPD
No ESPD assigned

Figure 127: Import Template for a Tender Structure

A compatible XLS template structure for the tender structure can be used. The format of the XLS should however be exactly inline with the XLS format that can be exported from the list of available “Template Structures”. As for the XML, the user can use the tender structure XLS as an import file for his call for tender, only if the XLS file exported corresponds to a call for tender that has the same configurations of Lots/ evaluation formula, etc.

- Option “Tender will be packed in: One Envelope - Two Envelopes”: select whether tender documents will be opened and evaluated in
 - *One envelope*: Eligibility, Technical and Financial proposals evaluated together at once or
 - *Two envelopes*: Eligibility and Technical proposals first, financial proposals next for suppliers successful in the first envelope evaluation cycle.
- Option “POES access to tender sections”: select whether access to envelopes for evaluation will be either
 - *Full*: the full content (all sections and envelopes included) of the current evaluation cycle are released to PO/ES users or
 - *Incremental*: the evaluation contents are released by the PO/ ESR on a section by section basis. Release addresses top level sections for the eligibility (commercial) & technical envelopes, and does not apply to subsections created below the top level sections.
- Option “Import ESPD”: select option to add ESPD form questionnaire in structure. By importing, a compatible XLS template structure for the ESPD structure should be set up.

Tender Structure

CFT: EXAMPLE SIMPLE CFT (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/ESR ACCEPTED Show CFT Menu ▾

Import Template (XML/Excel):
 No Yes

Tender will be packed in:
 One Envelope Two Envelopes

POES access to tender sections:
 Full access Incremental access

ESPD

No ESPD assigned

CREATE ESPD REQUEST IMPORT ESPD NEXT

Locate the ESPD request to import: *

No file chosen

Figure 128: Import ESPD Xml

- Option “Create ESPD Request”: select option to create a new ESPD form questionnaire.
 - Please note that in case a certificate or ESPD is required in the “Eligibility” envelope, you should click on the “check box” (i.e. “I confirm that I have completed the online profile certificate and I authorized the system to use the answers I provided online in my certificate”).
 - The process related to the implementation of the ESPD within the eTenders platform follow a hierarchical structure, starting with high-level section flows. These high-level sections in turn call sub-sections or invoke individual tasks.

After all necessary details have been added, the user saves the ESPD request and the new entry is displayed from the system as below.

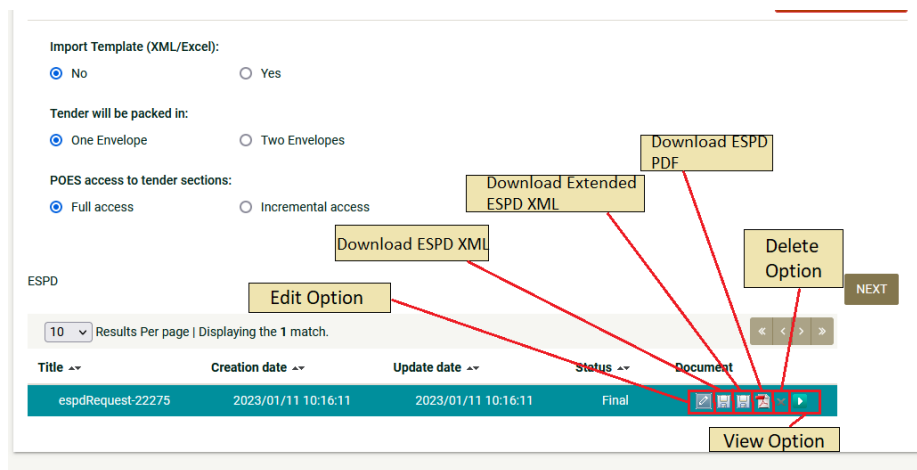


Figure 129: New ESPD request on Tender structure page

- Select the **“NEXT”** button to define the eligibility, technical and financial criteria.

Step 2: Configuration of Envelopes and Criteria

The tender structure provides the following sections:

- Eligibility/Selection Criteria
- Technical Envelope
- Financial envelope.

Each envelope in turn is organized in sections and nested subsections which may contain numerous criteria.

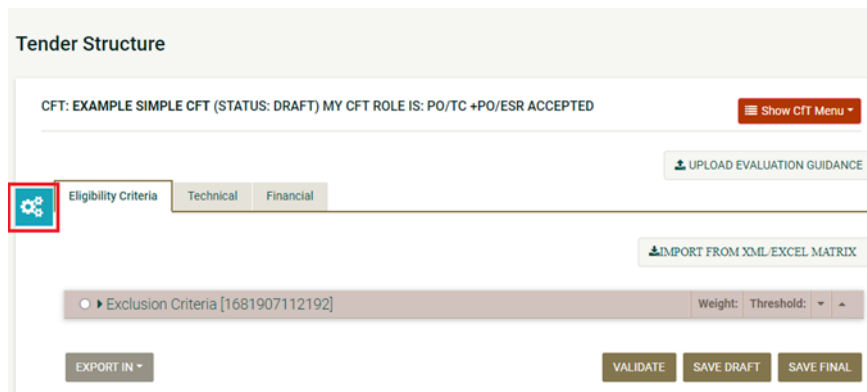


Figure 130: Eligibility criteria tab

Below the different types of the section/criteria menu are displayed: For “Eligibility” and “Technical” envelopes:

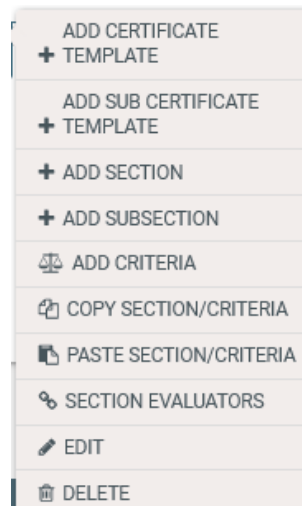


Figure 131: Edit Eligibility envelope option

For “Financial” envelope:

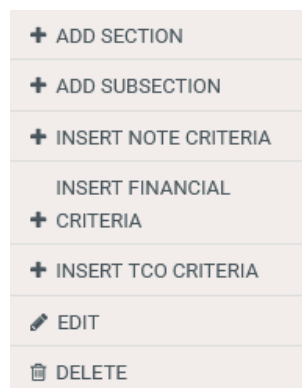




Figure 132: Edit financial envelope option

To add a new **section**, the user clicks on the “” tools button and then selects the “**ADD SECTION**” option, which displays a new window where the following information is required:

- The label of the section
- The weight of the section (the sum of all section weights should be equal to 100). Sections in the Eligibility Criteria do not have associated weights for a Price/Cost Effectiveness
- The scoring threshold required for succeeding in the section.



Characters <, >, &, % are considered invalid and their use in any field of the tender structure is forbidden by the system.

Subsections may be defined in a similar way by selecting the radio button of the parent section and, then the “**ADD SUBSECTION**” option in the “” tools button menu.

Define Section Element

Label

Define evaluation parameters

Weight

Threshold

Figure 133: Define Section

In order to define particular **evaluation criteria**, the user selects the “**ADD CRITERIA**” option (either the section or the subsection or the criterion will be defined). The following types of criteria are supported:

- Text field
- Text area
- Number
- Date
- File
- List

Define criteria:

Type

Please Select

Please Select

Text field

Text area


Number

Date

File

List

Figure 134: Supported Types of Criteria

- Click on the “” tools button and then on the “ADD CRITERIA” option

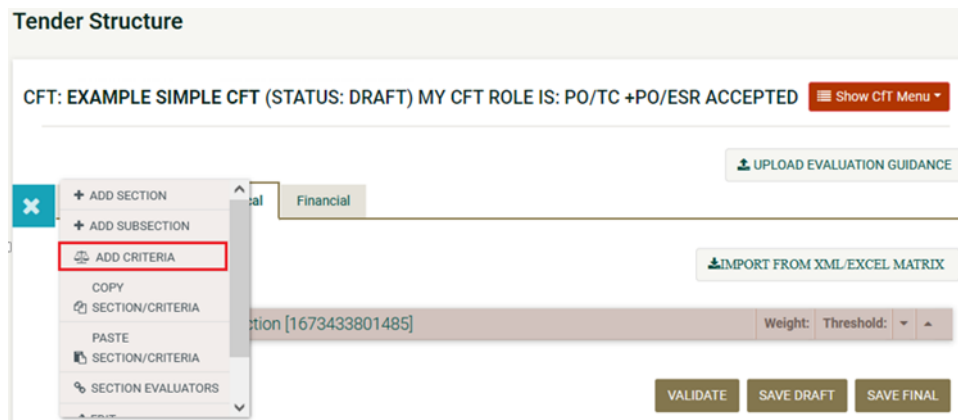


Figure 135: Add criteria option in the tools button

The following properties are common among all types of criteria:

- The **label** of the criterion
- Whether the criterion will be **mandatory** or not
- **Supplier Read-Only** option
- **Textual Evaluation.** This choice should be enabled if textual evaluation will be used for the specific criterion. Only ESR is able to provide score for this option is chosen
- If the criterion will be **included in the evaluation.** If **yes**,
 - **Score Range.** The sum of all criteria weights within a specific section must be equal to 100. Criteria in the eligibility section do not have an associated weight

Types of Score Ranges

- 0-100 (all values from 1 to 100 can be selected by evaluator, resulting in scores 0, 1%, 2% ...100%).
- **Threshold.** The required scoring threshold for a supplier to pass the criterion

Selecting the “**SUBMIT**” button creates the criterion and inserts it within the selected section / subsection. The following sections describe all the supported criterion types.

Finally, in case the evaluation mechanism is set as “Best price/ Quality ratio”, the PO/ TC should define the respective weights of both envelopes (Figure 137 & Figure 138):

The screenshot shows the configuration page for a CFT. At the top, it reads "CFT: EXAMPLE SIMPLE CFT (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/ESR ACCEPTED". There are buttons for "Show CFT Menu" and "UPLOAD EVALUATION GUIDANCE". Below this, there are tabs for "Eligibility Criteria" and "Lots". The "Lots" tab is active, showing "Lot title: Lot One" and "Copy structure from: Please Select". There are two sub-tabs: "Technical" and "Financial". The "Technical" sub-tab is active, and the "Envelope weight" is set to 70. Below this, there is a section for "Technical Test Section [1673434944986]" with "Weight: 100" and "Threshold: 20". At the bottom, there are buttons for "EXPORT IN", "VALIDATE", "SAVE DRAFT", and "SAVE FINAL".

Figure 136: Technical Envelope Weight

The screenshot shows the configuration page for a CFT. At the top, it reads "CFT: EXAMPLE SIMPLE CFT (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/ESR ACCEPTED". There are buttons for "Show CFT Menu" and "UPLOAD EVALUATION GUIDANCE". Below this, there are tabs for "Eligibility Criteria" and "Lots". The "Lots" tab is active, showing "Lot title: Lot One" and "Copy structure from: Please Select". There are two sub-tabs: "Technical" and "Financial". The "Financial" sub-tab is active, and the "Envelope weight" is set to 30. Below this, there is a section for "Financial Test Section[1673434827049]" with "Weight:" and "Threshold:" fields. At the bottom, there are buttons for "EXPORT IN", "VALIDATE", "SAVE DRAFT", and "SAVE FINAL".

Figure 137: Financial Envelope Weight

7.5 Eligibility & Technical Envelopes Criteria

- Criterion Type: Text field

Define criteria:

Type	<input type="text" value="Text field"/>
Label	<input type="text"/>
Mandatory	<input checked="" type="checkbox"/>
Supplier read only	<input type="checkbox"/>
Textual evaluation* (only ESR will provide score)	<input checked="" type="checkbox"/>
Size	<input type="text" value="50"/>
Criterion included in Evaluation	<input checked="" type="checkbox"/>
Define evaluation parameters (manual evaluation)	
Weight	<input type="text"/>
Threshold	<input type="text"/>

Figure 138: Criterion Type: Text Field – PO/TC View

The supplier will have the following view for the text field criterion:

2.3. Cover letter

<input type="text" value="Enter Text"/>	Max 50 characters.	
---	--------------------	---

Figure 139: Criterion Type: Text Field – Supplier View through WEBTPT

- Criterion Type: Text area

Define criteria:

Type	<input type="text" value="Text area"/>
Label	<input type="text"/>
Mandatory	<input checked="" type="checkbox"/>
Supplier read only	<input type="checkbox"/>
Textual evaluation* (only ESR will provide score)	<input checked="" type="checkbox"/>
Size	<input type="text" value="5000"/>
Number of rows	<input type="text" value="5"/>
Number of columns	<input type="text" value="50"/>
Criterion included in Evaluation	<input checked="" type="checkbox"/>
Define evaluation parameters (manual evaluation)	
Weight	<input type="text"/>
Threshold	<input type="text"/>

SUBMIT

Figure 140: Criterion Type: Text Area – POTC View

The supplier will have the following view for the text area criterion:

2.4. Please enter your cover text in the text area below *

Max 10000 characters.




Figure 141: Criterion Type: Text Area – Supplier View through WEBTPT

▪ Criterion Type: Number

The following additional parameters must be defined:

- Minimum and maximum range
- Measurement units
- Step

As the eTenders supports the automated scoring of any quantifiable criteria, the user can select the type of the evaluation formula to be used:

1. Linear Formula. The user needs to define Lower and Upper Limits with their associated scores.
2. Step Formula. The user needs to define the steps that the evaluation will be calculated.

Define criteria:

Type	<input type="text" value="Number"/>
Label	<input type="text"/>
Mandatory	<input checked="" type="checkbox"/>
Supplier read only	<input type="checkbox"/>
Textual evaluation* (only ESR will provide score)	<input checked="" type="checkbox"/>
Max	<input type="text"/>
Min	<input type="text"/>
Measure unit	<input type="text"/>
Step	<input type="text"/>
Criterion included in Evaluation	<input checked="" type="checkbox"/>
Define evaluation parameters	
Weight	<input type="text"/>
Threshold	<input type="text"/>
Define evaluation formula	
Select evaluation formula	<input type="text" value="Please Select"/> <input type="text" value="Please Select"/> <input type="text" value="Linear formula"/> <input type="text" value="Step formula"/>

Figure 142: Criterion Type: Number with Linear Evaluation Formula – POTC View

The supplier will have the following view for the number criterion:

1.2. Number of self-employed personnel *



Figure 143: Criterion Type: Number – Supplier View through WEBTPT

- Criterion Type: File

For this criterion type the user should define the maximum allowed size of the file.

Define criteria:

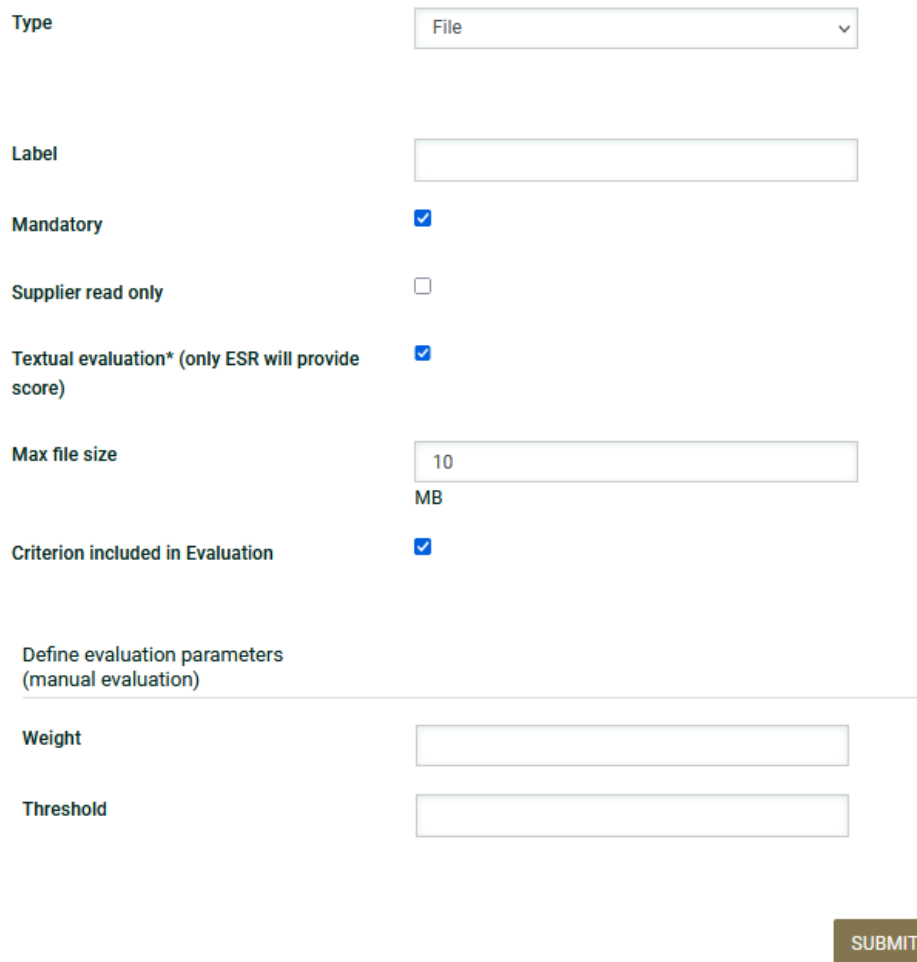


Figure 144: Criterion type: File – POTC View

The supplier will have the following view for the file criterion:

2.5. Please upload a copy of the Summary of Product Characteristics *

Please choose files pressing the button at the right.



Figure 145: Criterion type: File – Supplier View through WEBTPT

▪ Criterion Type: List

To create a list, the following options must be defined:

- Type of list: selection among radio buttons, check-boxes, or common boxes
- Number of options: the user needs to provide the number of options, and next click on the “**Create Options**” button
- Then, the user should label each option created
- Finally, the automated evaluation score for each option should be provided.

Define criteria:

Type

Label

Mandatory

Supplier read only

Textual evaluation* (only ESR will provide score)

Define Options Type

When using combo boxes please make sure to enter short labels to ensure proper presentation

Radio buttons
 Check boxes
 Combo box

Define number of options

Label Evaluation Score
 Label Evaluation Score

Criterion included in Evaluation

Define evaluation parameters

Weight

Threshold

Figure 146: Criterion type: List with radio buttons – POTC View

The supplier will have the following view for the list criterion with radio buttons:

1.1. The contract shall run for a period of 24 months commencing on the later date showing on contract. Tenderers are advised to note carefully all relevant conditions and to proceed by submitting the information requested hereunder. *

- Select one option
- I confirm I accept the conditions.
- I do not confirm I accept the conditions.



Figure 147: Criterion type: List with radio buttons – Supplier View through WEBTPT

Define criteria:

Type

Label

Mandatory

Supplier read only

Textual evaluation* (only ESR will provide score)

Define Options Type

When using combo boxes please make sure to enter short labels to ensure proper presentation

Radio buttons

Check boxes

Combo box

Define number of options

Label	<input type="text"/>	Evaluation Score	<input type="text"/>
Label	<input type="text"/>	Evaluation Score	<input type="text"/>

Criterion included in Evaluation

Define evaluation parameters

Weight

Threshold

Figure 148: Criterion type: List with check boxes – POTC View

The supplier will have the following view for the list criterion with check boxes :

2.11. For internal Use: Technical Specifications:

Compliant? *

Yes

No

Select one or more options



Figure 149: Criterion type: List with check boxes – POTC View through WEBTPT

▪ Criterion Type: Date

The PO/TC must provide the following information:

- The minimum and maximum allowed values for the date criterion.
- The evaluation formula (linear, or step formula).

Define criteria:

Type	<input type="text" value="Date"/>
Label	<input type="text"/>
Mandatory	<input checked="" type="checkbox"/>
Supplier read only	<input type="checkbox"/>
Textual evaluation* (only ESR will provide score)	<input checked="" type="checkbox"/>
Date min	<input type="text"/>
Date max	<input type="text"/>
Criterion included in Evaluation	<input checked="" type="checkbox"/>
Define evaluation parameters	
Weight	<input type="text"/>
Threshold	<input type="text"/>
Define evaluation formula	
Select evaluation formula	<input type="text" value="Please Select"/> <ul style="list-style-type: none"> Please Select Linear formula Step formula

SUBMIT

Figure 150: Criterion type: Date using linear evaluation formula– POTC View

Define criteria:

Type

Label

Mandatory

Supplier read only

Textual evaluation* (only ESR will provide score)

Date min

Date max

Criterion included in Evaluation

Define evaluation parameters

Weight

Threshold

Define evaluation formula

Select evaluation formula

Define parameters of step formula

From	<input type="text" value="19/01/2023"/>	To	<input type="text" value="21/01/2023"/>	Score	<input type="text" value="50"/>	
From	<input type="text" value="23/01/2023"/>	To	<input type="text" value="25/01/2023"/>	Score	<input type="text" value="70"/>	<input type="button" value="Add"/> <input type="button" value="Delete"/>

Figure 151: Criterion type: Date using step evaluation formula– POTC View

The supplier will have the following view for the date criterion:

1.3. Service Delivery Date *

The date must be in the range [01/05/2020, 31/05/2020]

< May 2020 >

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Figure 152: Criterion type: Date – Supplier View through WEBTPT

7.6 Add Certificate Template

To reuse data from existing company certificates in the system in a tender questionnaire, the user selects the “Add a certificate template” option from the Definition menu. In the pop-up window that appears, the user can then choose the desired certificate from the list of certificates created (and active) in the system.

The PO/TC selects the “**ADD CERTIFICATE TEMPLATE**” option to proceed as such.

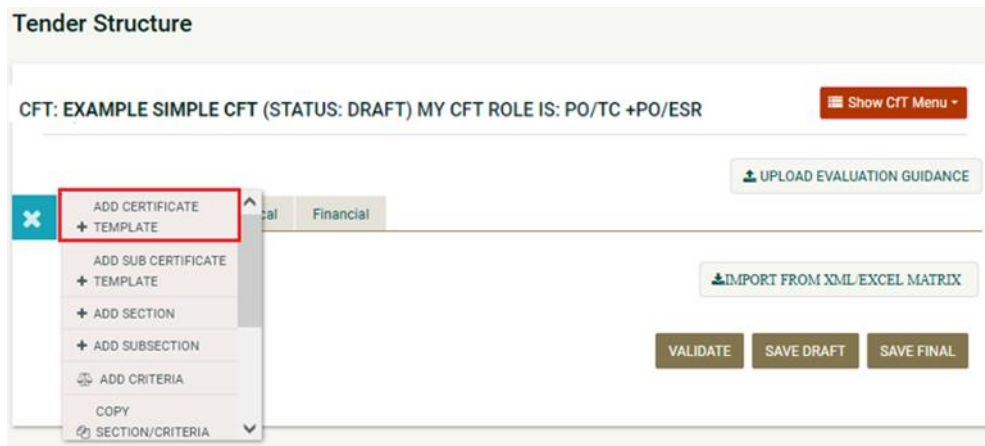


Figure 153: “Add certificate template” option in the tools button

Next the system displays to the user the list of Active certificates that exist in the system. The PO/TC can select the certificate(s) that he wants to add to the tender structure.

Add certificate

- C1. HEALTH AND SAFETY POLICY AND CAPABILITY (2022)
- Copy2 of C1. HEALTH AND SAFETY POLICY AND CAPABILITY (2022)
- Certificate Template
- B1. INSURANCE INFORMATION (2017)
- TestingPurposes
- Certificate Name
- test

SUBMIT

Figure 154: Selection of a certificate template among certificates that exist in the system

Once the selected certificate has been added, the PO/TC may provide further subsections and criteria to it, and also setup the evaluation specifics.

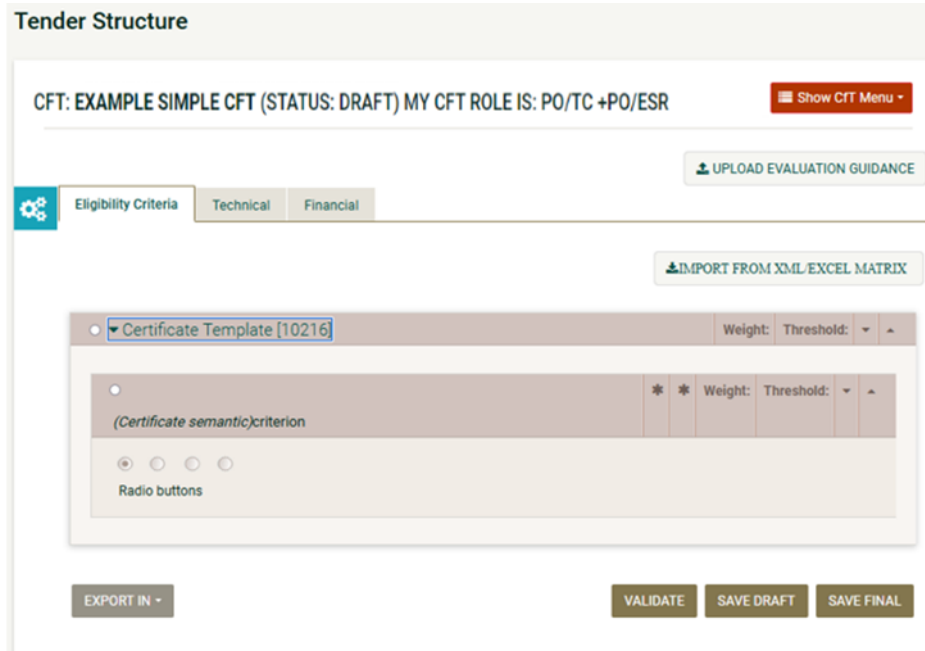


Figure 155: Certificate Template added to Tender Structure

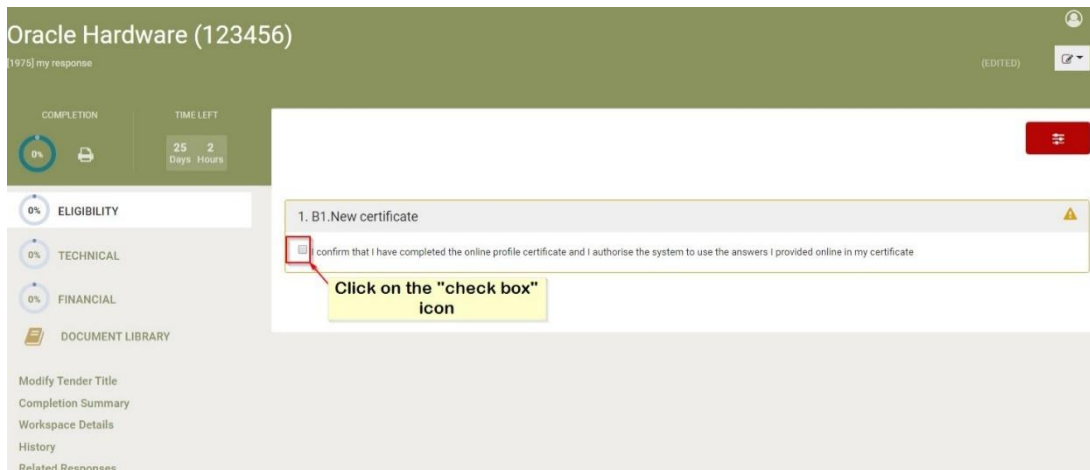


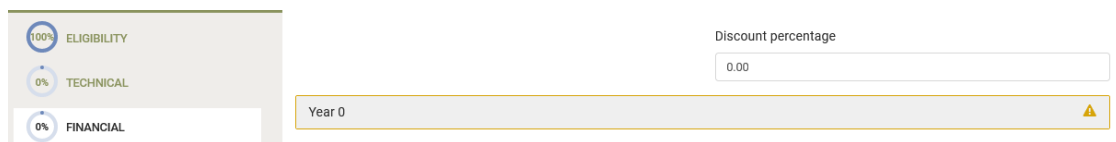
Figure 156: Certificate Template – Supplier View through WEBTPT

7.7 Financial Envelope

The definition of the financial envelope includes the definition of the **Financial Elements** and the introduction of the financial and TCO-BoQ criteria. Following the successful completion of these, the financial envelope is completed.

7.8 Definition of Financial Element

To define the financial element the user clicks on the **“Financial”** tab within the main window of the Tender Structure. The supplier will have the following view for the financial element.




The screenshot shows a web interface for defining a financial element. On the left, there is a vertical sidebar with three tabs: 'ELIGIBILITY' (100%), 'TECHNICAL' (0%), and 'FINANCIAL' (0%). The 'FINANCIAL' tab is currently selected. To the right of the sidebar, there is a main content area. At the top right of this area, there is a 'Discount percentage' label above an input field containing the value '0.00'. Below this, there is a horizontal bar labeled 'Year 0' with a warning icon (a yellow triangle with an exclamation mark) on the right side.

Figure 157: Financial Element – Supplier View through WEBTPT

7.9 Insert Financial Criterion

The definition of the financial envelope also allows the introduction of simple financial criteria of the “price” type and TCO-BoQ criteria of the “complex price” type. The latter are complex price criteria whose value obtained for the score depends on a mathematical formula specified by the buyer themselves. This formula can contain basic mathematical operators, such as +, -, *, / combined with attributes and integer numeric values. Example: Criterion Score = (Attribute A * Attribute B)*500 + 150/3.

To create financial criteria the user:

1. Clicks on the “” tools button and selects the **“INSERT FINANCIAL CRITERIA”** option.
2. In the pop-up window, the user provides the name for the criterion in the “Label” field.
3. Selects whether the criterion will be mandatory or not (at least one financial criterion should be mandatory).
4. Selects whether the criterion will include a mandatory file attachment or not.
5. Provides notes to the suppliers if needed.
6. Provides instructions to evaluators if needed.
7. Clicks on the **“SUBMIT”** button to store the changes and exit.

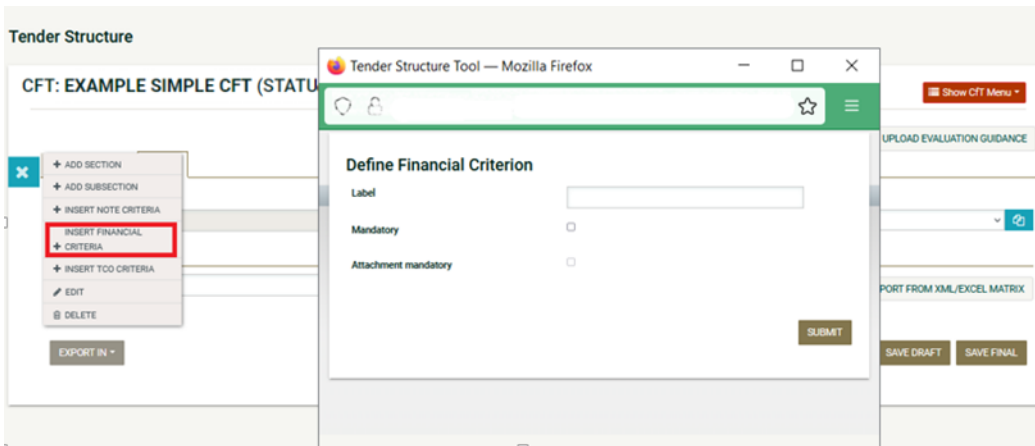


Figure 158: Define Financial Criterion

The supplier will have the following view for the financial criterion.

Discount percentage


0.00

Year 0			
Criterion	Value	Discounted present value	Ref. files
Total price including VAT, Delivery and any applicable Taxes and changes as per attached Financial Bid Form *	0.00	0.00	
TOTAL:	0.00 GBP	0.00 GBP	
TOTAL WITH DISCOUNT:	0.00 GBP	0.00 GBP	

Figure 159: Financial Criterion – Supplier View through WEBTPT

7.10 Insert TCO-BoQ criterion

In order to create TCO-BoQ criteria the user:

1. Clicks on the “” tools button and selects the “**INSERT TCO-BoQ CRITERIA**” option.
2. In the pop-up window, the user provides the name for the TCO-BoQ criterion.
3. Selects whether the criterion will be mandatory or not (at least one financial criterion should be mandatory).
4. Selects whether the criterion will include a mandatory file attachment or not.
5. Provides notes to the suppliers if needed.
6. Provides instructions to evaluators if needed.
7. Defines the number for the criterion attributes, and clicks on the “**CREATE ATTRIBUTES**” button.
8. Provides the label for each one of the attributes.
9. Selects the attributes to include in the formula.
10. Clicks on the “**DEFINE TCO-BoQ FORMULA**” button.
11. Provides the TCO-BoQ formula with the label names and calculation signs.
 - All attribute IDs included in the formula must exist.
 - The user does not have to comprise all attributes in the formula.
 - The system allows the operators '+', '-', '/' and '*'.
12. Optionally clicks on the “**TEST FORMULA**” button in order to test the formula.
 - Provides values in the respective attributes.
 - Clicks on the “**CALCULATE FORMULA**” button in order for the system to display the result based on the TCO-BoQ formula.
13. Clicks on the “**SAVE TCO-BOQ**” button to store the changes and exits.

The system also supports the use of numeric constants in formulas.

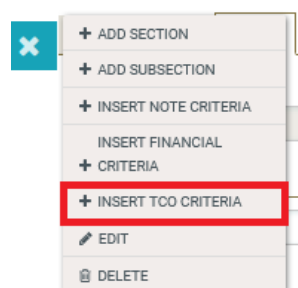


Figure 160: “TCO-BoQ Criterion” option

Insert TCO criteria

Label

(Maximum characters: 10000).

Mandatory

Attachment mandatory

Define number of attributes Create Attributes

Label	<input type="text" value="a"/>	Variable name	<input type="text" value="ε"/>	Use attribute in formula	<input checked="" type="checkbox"/>	Supplier Read Only	<input type="checkbox"/>	Default Value	<input type="text"/>
Label	<input type="text" value="b"/>	Variable name	<input type="text" value="t"/>	Use attribute in formula	<input checked="" type="checkbox"/>	Supplier Read Only	<input type="checkbox"/>	Default Value	<input type="text"/>

Define TCO Formula

TCO Formula

Test formula Save TCO

Figure 161: Define TCO-BoQ criterion/ formula

The supplier will have the following view for the TCO-BoQ criterion.

Quantity - Unit Price * a*b


Quantity (a)


Unit_Price (b)

SKU (c)

Figure 162: TCO-BoQ Criterion – Supplier View through WEBTPT

7.11 Edit, Delete Criterion/ Section

To edit a criterion or a section, the user selects it, and then clicks on the “” tools button and selects the “**EDIT**” option. A new window opens allowing modifications to be performed.

To delete a criterion or a section, the user selects it, and then clicks on the “” tools button and selects the “**DELETE**” option.

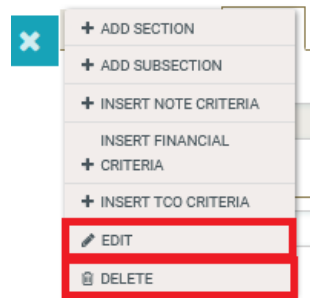


Figure 163: Edit, Delete Criterion

7.12 Supplier read-only criteria

This choice is enabled for the criteria where the suppliers cannot provide any answer (e.g. scoring of meetings, presentations, site visits, etc.). The supplier will view the existence of the criterion but the scoring will be provided directly by the evaluators if enabled. The automated evaluation mechanism is disabled for all the supplier read only criteria.

Define criteria:

Type

Label

Mandatory

Supplier read only

Textual evaluation* (only ESR will provide score)

Size

Number of rows

Number of columns

Criterion included in Evaluation

Define evaluation parameters (manual evaluation)

Weight

Threshold

Figure 164: Supplier read only criterion

The supplier will have the following view for a criterion of this type:

1. Section 1

1.1. Site visit *

Max 10000 characters.

Figure 165: Supplier read only criterion - Supplier view through WEBTPT

7.13 Associate Evaluators with specific sections

It is not compulsory to associate evaluators with sections of the structured CfT questionnaire, but this is a possibility allowing, within the framework of the management of a large call for tender, to associate specific people (technical experts, etc.) in the evaluation of specific sections of the tenders.

Association of evaluators to specific sections is part of the Tender Structure definition process and therefore can be performed only by the PO/TC during the below phases of the Call for Tender cycle:

1. When the Call for Tender is in “Draft” status and the “Define Tender Structure” task is available in the “List of task” list on user homepage or
2. When the Call for Tender is in “Tender Submission” status and the “Tender Submission Deadline” is set on more than 10 days of current date (“Show CfT Menu” > “View Tender Structure” > “Edit Tender Structure”) or
3. When the Call for Tender is in “Evaluation” status and the envelope the changes will be made is not yet released (“Show CfT Menu” > “View Tender Structure” > “**EDIT TENDER STRUCTURE**” button)

To add specific Evaluators to a section:

1. Associate at least one PO/ES in the Call for Tender through the “Associated officers” option (“Show CfT Menu” > “Associated officers” > “**ADD PO/ ES USERS**”)
2. Access the “View Tender Structure” page (“Show CfT Menu” > “View Tender Structure”)
3. Select the radio button next to the section name you want to add a specific evaluator
4. Click on the tools button > “**SECTION EVALUATORS**” option
5. Tick the name of the Evaluator(s) who want to evaluate the section
6. Click on the “**SELECT**” button

The name of the Section Evaluator(s) will appear below the section. Repeat this step as appropriate.

All the changes performed in the associated evaluator section can be saved at any time using the “**SAVE AS DRAFT**” button.



If no evaluators have been associated to a section, then the section will be evaluated by all associated evaluators

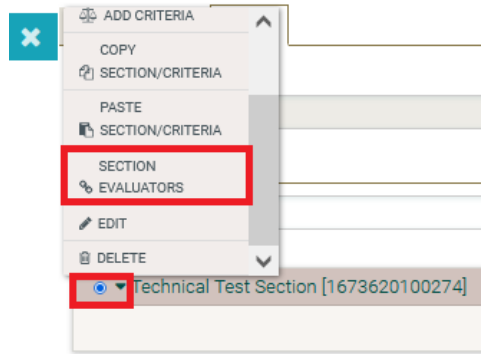


Figure 166: "Section evaluators" option in the tools button

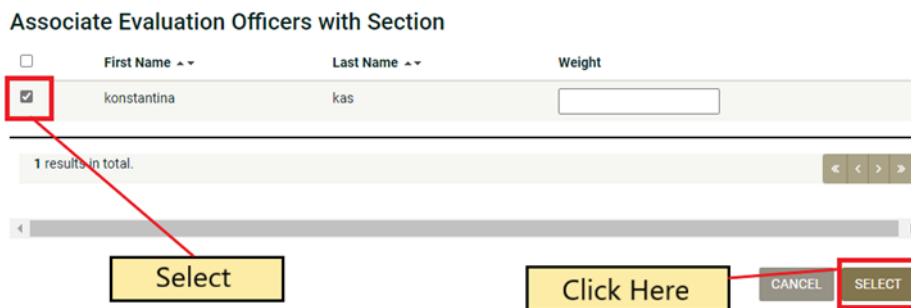


Figure 167: Selection of evaluation officers for specific sections

7.14 Setup Tender Structure with Lots

For a call for tender to be divided into lots, the Cft creator must first have specified this in their initial configuration when creating the Call for Tender, i.e. the number and name of each lot. Setting up a tender structure for a lot is the same process as previously described for a Cft without lots. However, the Technical and Financial aspects are defined per lot and each lot can have its own tender structure for the Technical and Financial envelope where the Cft creator can copy the structure from one lot to another, if necessary.



Figure 168: Selection of Lots

Following the selection of the appropriate Lot, the user can add sections, subsections and criteria.

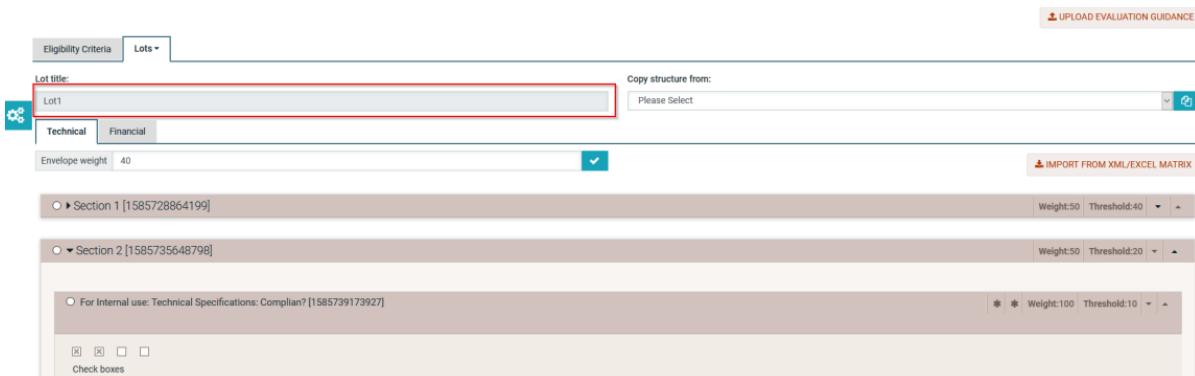



Figure 169: Set Up Tender Structure for Specific Lot

7.15 Copy Lot Structure

To copy the full structure from one Lot to another, the user:

1. Selects the Lot to paste the structure from another Lot into
2. In the “Copy Structure From” field, selects the Lot to copy the structure from
3. Clicks on the “” copy button.

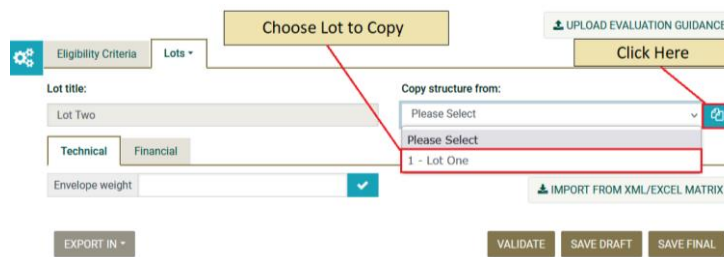



Figure 170: Copy Full Lot Structure

7.16 Copy/Paste functionality

The user may copy a section, subsection or criterion within an envelope, and paste it within the same envelope. The following section displays how the user can copy a criterion from one section in the Eligibility envelope, and paste it under another section of the same envelope.

To copy a section/criterion, the user should firstly select the desired criterion and then, through the “” tools button select the option “**COPY SECTION CRITERIA**” option.

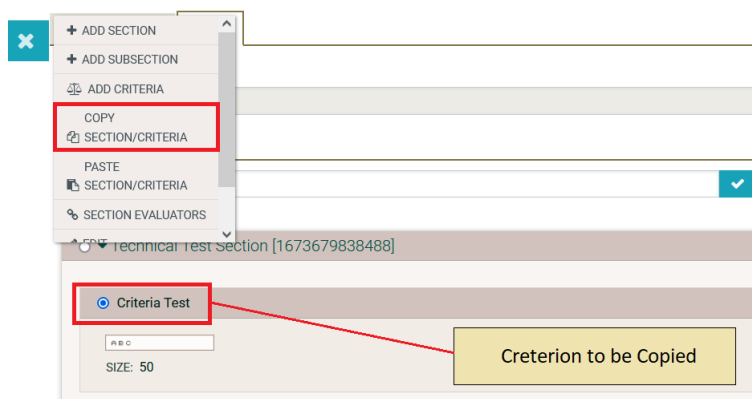



Figure 171: Copy criterion

To paste the section/criterion, the user should firstly select the section/subsection to which the selected items will be pasted and then, through the “” tools button selects the option “**PASTE SECTION CRITERIA**” option.

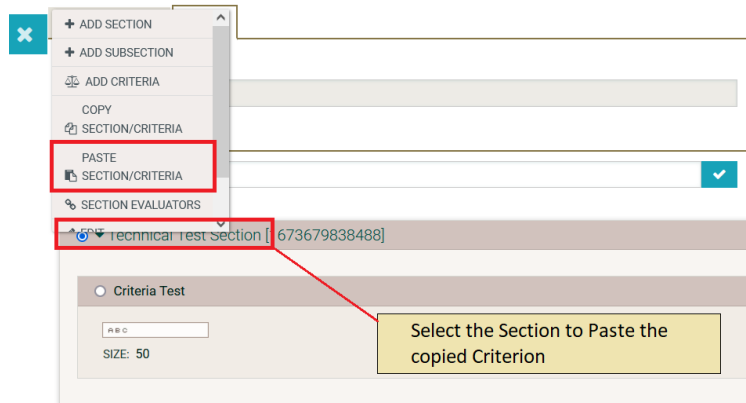


Figure 172: Paste criterion

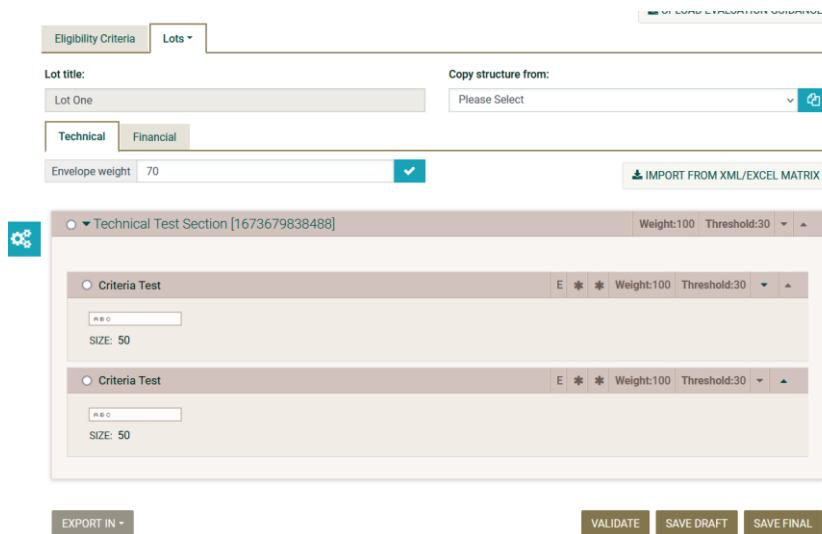


Figure 173: Pasted criterion

If the user tries to paste a section/subsection without having initially selected the relevant items required to be copied, the platform will display a message to inform the user of the error that has occurred and how to correct it.

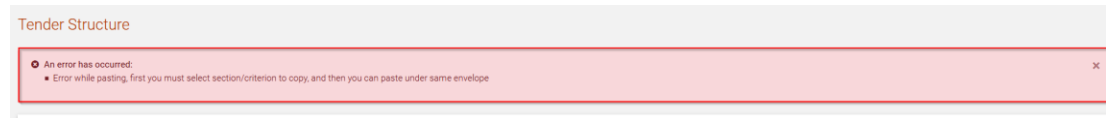


Figure 174: Invalid criterion copy/paste process

The threshold and the weight of a section/sub-section/criterion (if applicable) are copied through as part of the pasting process. In order for the user to amend these values, the user should use the “EDIT” functionality.

7.17 Validate & Save Tender Structure

The user can check whether the tender structure conforms to system evaluation rules, by clicking on the “VALIDATE” button.

A relevant message is displayed following the successful tender structure validation, otherwise a different message is displayed if an error has occurred. In this case, the message will also provide a description of the error.

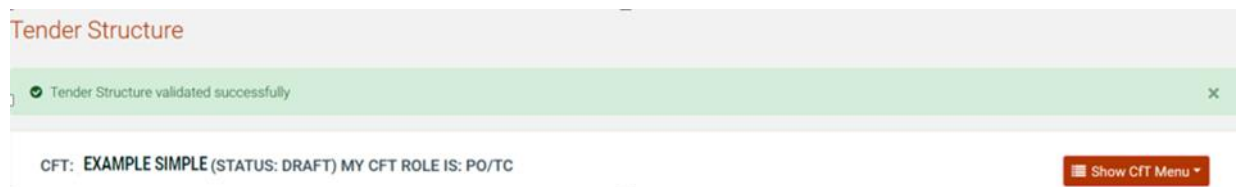


Figure 175: Successful Tender Structure Validation

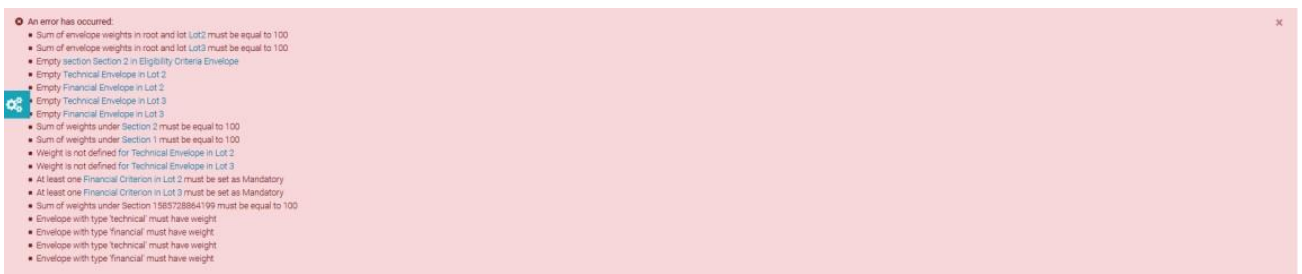


Figure 176: Error in Tender Structure Validation



The user can also save the tender structure as draft by clicking on the “**SAVE AS DRAFT**” button. Tender structures can be modified on the below occasions:

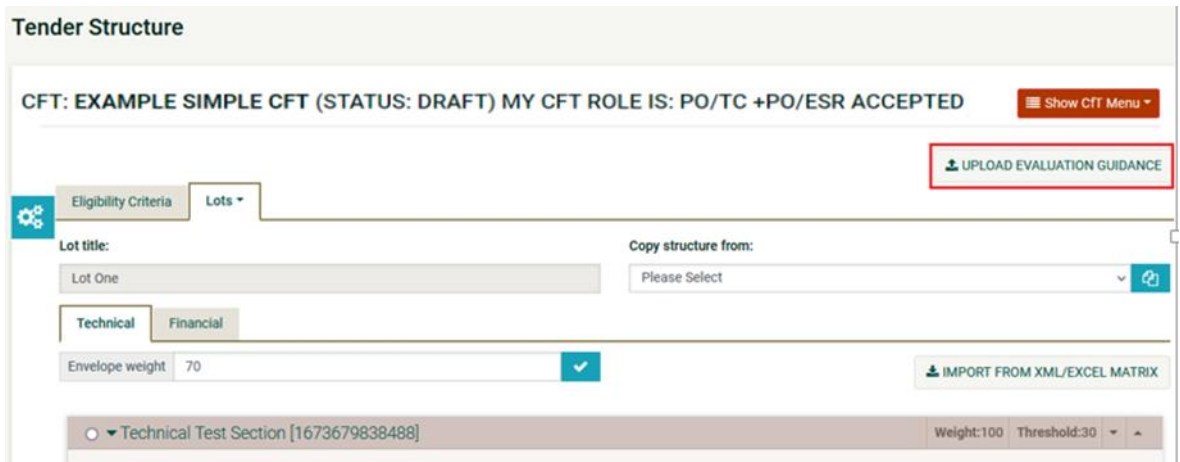
- When the Call for Tender is in “**Draft**” status and the “Define Tender Structure” task is available in the “**List of task**” list on user homepage and
- When the Call for Tender is in “**Tender Submission**” status and the “**Tender Submission Deadline**” is set on more than 10 days of current date (“**Show Cft Menu**” > “**View Tender Structure**” > “**Edit Tender Structure**”)

On clicking on the “**SAVE FINAL**” button the Tender Structure turns into final and no further modification is allowed.

7.18 Upload Evaluation Guidance

To assist evaluators and provide instructions, the user can upload additional documentation, via the following steps:

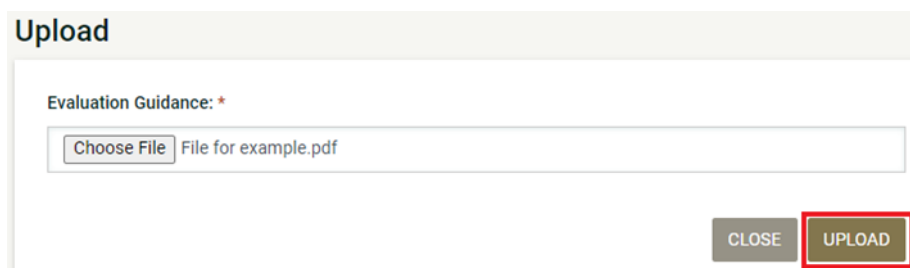
1. Clicks on the “**UPLOAD EVALUATION GUIDANCE**” button



The screenshot shows the 'Tender Structure' interface. At the top, it displays 'CFT: EXAMPLE SIMPLE CFT (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/ESR ACCEPTED' and a 'Show CFT Menu' button. Below this, there is a navigation bar with 'Eligibility Criteria' and 'Lots' tabs. A red box highlights the 'UPLOAD EVALUATION GUIDANCE' button in the top right corner. The main area contains a 'Lot title' field with 'Lot One', a 'Copy structure from:' dropdown menu, and an 'Envelope weight' field set to '70'. At the bottom, there is a table with one row: 'Technical Test Section [1673679838488]' with 'Weight:100' and 'Threshold:30'.

Figure 177: “Upload evaluation guidance” button in the tender page

2. Selects the guidance document through clicking on the “**Browse**” button and clicks on the “**UPLOAD**” button



The screenshot shows the 'Upload' dialog box. It has a title bar 'Upload' and a label 'Evaluation Guidance: *'. Below the label is a text input field containing 'File for example.pdf' and a 'Choose File' button. At the bottom right, there are two buttons: 'CLOSE' and 'UPLOAD'. The 'UPLOAD' button is highlighted with a red box.

Figure 178: Upload Evaluation Guidance

7.19 View Tender Structure

At any time during the process of establishing the tender structure, the PO/TC can preview the tender structure at that time through clicking on the “**Show Cft Menu**” >“**View Tender Structure**” option.

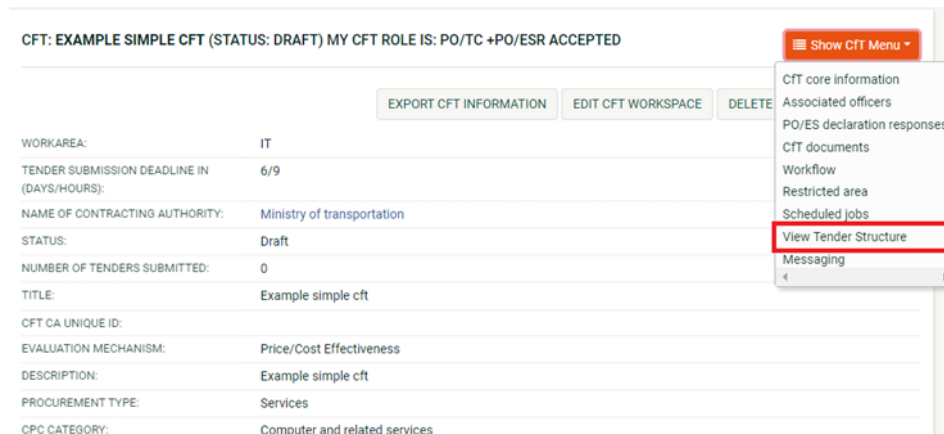


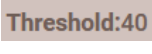






Figure 179: “View Tender Structure” option in the Show Cft menu

The following buttons are displayed along with each criterion and section:

-  Move item (section or criterion) one place up within the structure
 -  Move item (section or criterion) one place down within the structure
- The following symbols are displayed for each criterion and section:
-  Threshold of the specific item (section or criterion). In this case, the threshold for this item is 40
 -  Weight of the specific item (section or criterion). In this case, the weight for this item is 50
 -  Mandatory criterion
 -  Textual evaluation will be used for this criterion
 -  The criterion is specified as Supplier Read Only

7.20 Import & Exporting Envelope Structure

To import the structure of an envelope from a predefined template, the user:

1. Clicks on the “**IMPORT FROM XML/ EXCEL MATRIX**” button.
2. In the panel below, the user selects the template file through clicking on the “Browse” button.
3. Clicks on the “**UPLOAD FILE**” button.
4. The system imports the template and updates the relevant envelope.

Figure 180: Import and export the structure of an envelope

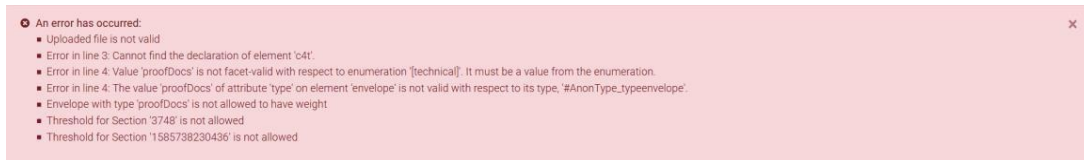


Figure 181: Failed Tender Structure XML Import

To export the structure for a specific envelope, the user selects the “**EXPORT IN**” button and then selects whether to export the tender structure into “Excel (.xls)” format or into “XML” format.

Figure 182: Export tender structure

7.21 Management of Supporting Tender documents

The CfT documents area is available from the Show CfT Menu dropdown and allows the user to upload any supporting documentation relevant to the particular tender. Upon publication of the CfT, all documents that are saved as “Final” in the CfT documents area will become visible to any interested party that views the CfT. Any documents that are in a Draft status within the CfT documents area are only visible to the Contracting Authority that published the CfT. During the CfT’s lifecycle, any POTC user associated with the CfT has the ability to upload additional documents or amend the content within the tender documents area. Examples of documentation that can be uploaded in this section are clarification, pricing matrices, instructions on how to reply to the tender.

7.21.1 Add/ Edit/ Delete Supporting Tender Documents

In order to add contractual documents to a Call for Tender the user should:

1. Select the “**CfT Documents**” option from the “**Show CfT Menu**” list

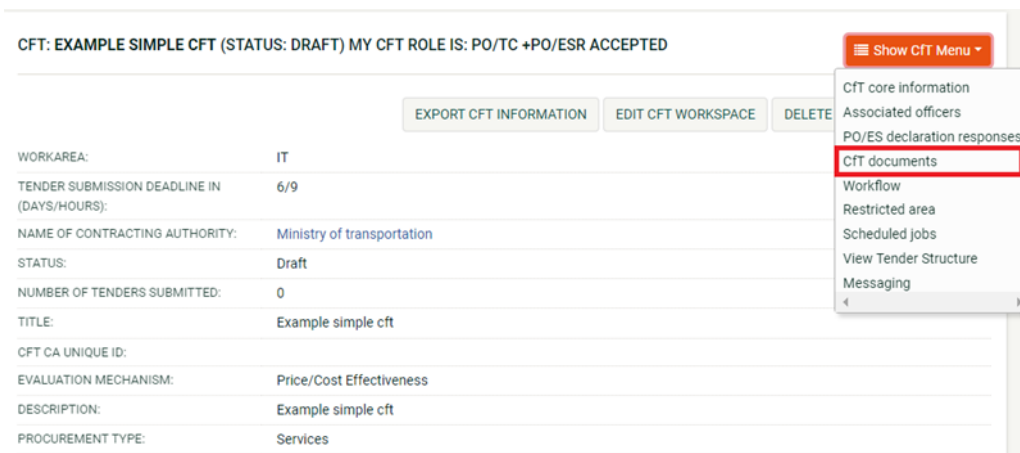


Figure 183: “CfT documents” option in Show CfT menu

2. Select the “**Contract Documents**” tab
3. Click on the “**Add Contract Document**” button

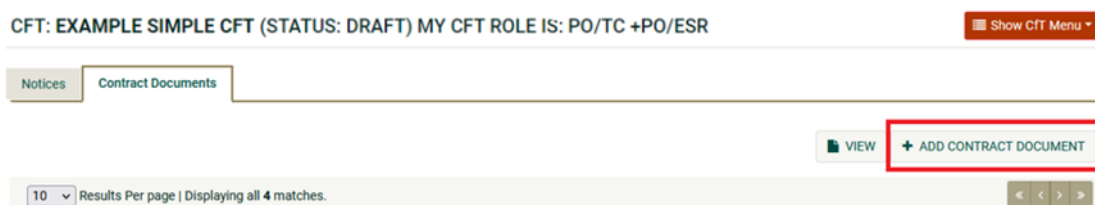


Figure 184: Contract Documents Tab

In the form that loads below the Contract Document, the Tender Coordinator PO/TC user

1. Provides the title of the document.
2. Optionally provides description.
3. Regarding the file, the CA user.
 - a. Either selects the file to upload through the system, or
 - b. Selects to load one from the Template Library through clicking on the “Load from template library” button.
 - i. Accesses the relevant folder, and/ or selects the document from the Template Library to import, and clicks on the “**SELECT**” button.

The screenshot shows a web form titled "ADD CONTRACT DOCUMENT". It has two tabs: "Notices" and "Contract Documents", with "Contract Documents" selected. The form contains the following fields and controls:

- Title:** A text input field.
- Language:** A dropdown menu currently set to "English".
- Description:** A large text area with a "Maximum Characters: 50000.." label.
- Attachment:** A "Browse..." button and a text field showing "No file selected."
- Status:** Radio buttons for "Draft" and "Final".
- Buttons:** "CANCEL" and "SAVE" buttons at the bottom right.
- Highlighted Element:** A button labeled "Load from template library" is highlighted with a red rectangular box.

Figure 185: “Load from template library” button in the “Contract Document” tab

The screenshot shows the "TEMPLATE LIBRARY ROOT FOLDER" interface. It includes a search bar and a table of folder contents.

SEARCH: Search Template Library

FOLDER CONTENTS: 10 Results Per page | Displaying the 1 match.

#	Type	Title	Status
1	document	New Doc	Final

Buttons: "CANCEL" and "SELECT"

Figure 186: Load (Import) Contract Document from the Template Library

4. Selects the status of the uploaded file (final or draft)
5. Clicks on the “**SAVE**” button.

CONTRACT: AH 908/213 DFI - ROADS AND RIVERS - RAINING STRUCTURES (STATUS: CURRENT) Show Contract Menu

Contract Documents

ADD CONTRACT DOCUMENT

Title: * Language: * English

Description:

Maximum Characters: 50000..

Status: *
 Draft Final

Load from template library New Doc

CANCEL SAVE

Figure 187: Add contract document (Upload)

CONTRACT: AH 908/213 DFI - ROADS AND RIVERS - RAINING STRUCTURES (STATUS: CURRENT) Show Contract Menu

Contract Documents

ADD CONTRACT DOCUMENT

Title: * Language: * English

Description:

Maximum Characters: 50000..

Status: *
 Draft Final

Load from template library New Doc

Click Here

CANCEL SAVE

Figure 188: Final addition of a contract document (Load/ Import from Template Library)

The uploaded file will be included in the CfT documents area, displayed also to the Economic Operators only after the Call for Tender is published and the document is in status **Final**.

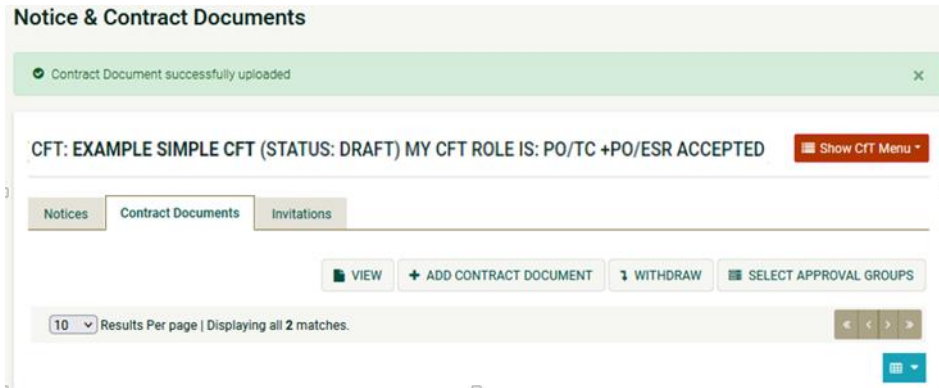


Figure 189: Contract Documents page

In order to edit a CFT document, the user should select the document and then click on the “**Edit**” button.

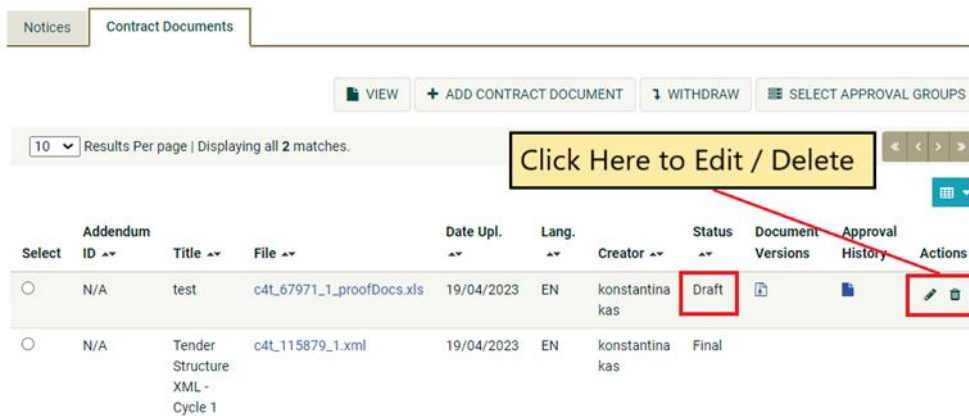


Figure 190: Edit a contract document

The system enables the user to upload a new version of the document. The user should provide a textual description of the differences between the current and earlier version of the document. Clicking on the “**SAVE**” button finalises the action.

A contract document may be edited only if it is not in status “**Final**”, otherwise such modification is not allowed.

CONTRACT: AH 908/213 DFI - ROADS AND RIVERS - RAINING STRUCTURES (STATUS: CURRENT) Show Contract Menu

ADD/EDIT CONTRACT DOCUMENT

Title: * Language: *

Description: Differences with the earlier versions: *

Maximum Characters: 50000.. Maximum Characters: 50000..

Attachment: * No file selected. Status: * Draft Final

TEST.docx

Load from template library

CANCEL SAVE

* Fields with asterisk are mandatory

Figure 191: Editing a contract document

In order to remove a contract document, the user selects the document and then the “Delete” button. The system always prompts the user to confirm his selection, prior to any deletion.

CFT: EXAMPLE SIMPLE CFT (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR Show CFT Menu

Notices **Contract Documents** Invitations

VIEW + ADD CONTRACT DOCUMENT WITHDRAW SELECT APPROVAL GROUPS

10 Results Per page | Displaying all 2 matches.

Select	Addendum ID	Title	File	Date Upd.	Lang.	Creator	Status	Document Versions	Approval History	Actions
<input type="radio"/>	N/A	draft Doc	TEST.docx	14/02/2023	EN	Stavros Antoniou	Draft			
<input type="radio"/>	N/A	Tender Structure XML - Cycle 1	c4t_32757_1.xml	06/02/2023	EN	Stavros Antoniou	Final			

Figure 192: Delete a contract document

A contract document may be deleted if and only if it is not in status “Final”, otherwise deletion is not allowed. In case a document is in “Final” status, then the document will be withdrawn instead of deletion. Please note that a withdrawn document will be available only to the Tender Coordinator PO/TC and not to suppliers.

VIEW + ADD CONTRACT DOCUMENT WITHDRAW SELECT APPROVAL GROUPS

Figure 193: Approval groups for documents in Cft document area



Regarding approval, please note that POTC user can decide to select any documents from the CFT document area, and decide that this document should undergo an approval flow by a selected approval group. In such case the user first selects the document to be approved and then selects the approval groups to be applied on this specific document.

In addition to the above the user have access to a “Restricted Area” accessible through the CFT Menu. The documents in the restricted area are accessible only by PO/TC and PO/OS users of the Contracting Authority who are associated with this specific Call for tender. This restricted area is therefore a work place that allows draft document versions to be exchanged between buyers, and this area will naturally never be published and never accessible to suppliers.

7.22 Creation and Management of Notices

7.22.1 Creation of a Notice

To create a notice the user:

1. Selects the **“CfT Documents”** option in **“Show CfT Menu”**

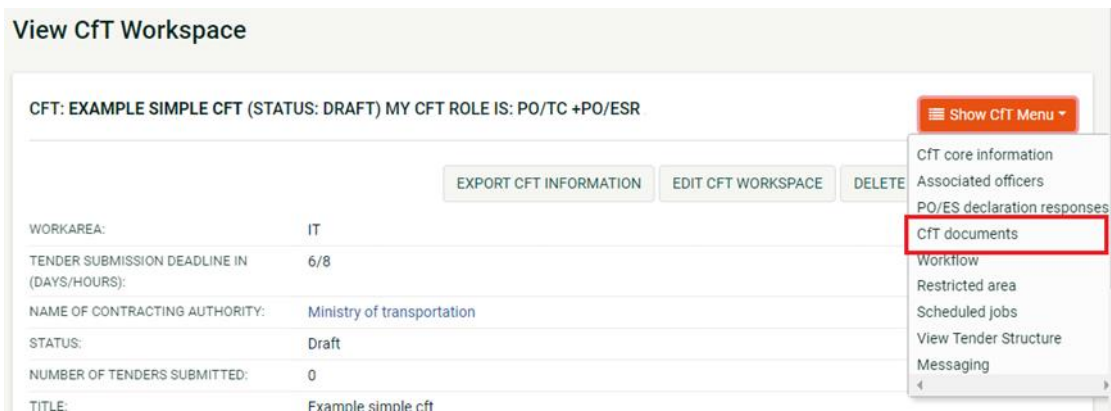


Figure 194: “CfT documents” option in the Show CfT menu

2. Accesses the **“Notices”** tab
3. Clicks on the **“Create Notice”** button.

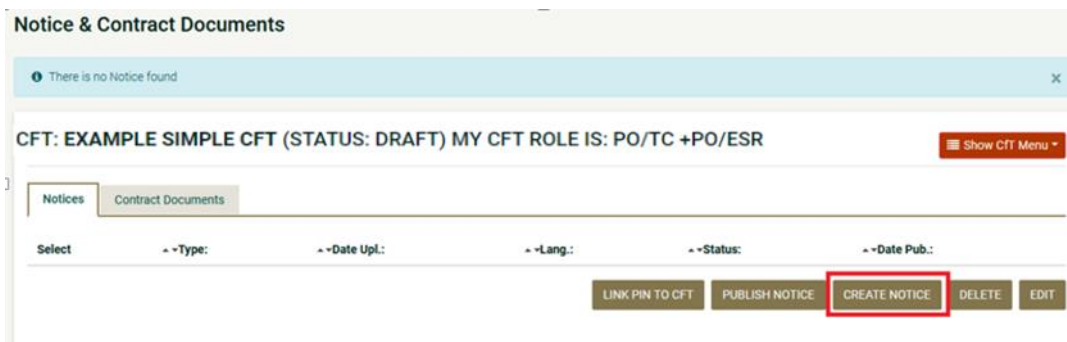


Figure 195: Create notice button

The pop-up window displays a subset of the official notice forms which can be created at that stage for the procurement process (The procurement procedure determined by the user at CfT creation stage also restricts the notices that can be used here). Then, the user:

1. Selects the type of the notice form
2. Clicks on the “**POPULATE NOTICE**” button

AVAILABLE NOTICES FORMS

Select	Notice form name
<input type="radio"/>	Design Contest Notice
<input type="radio"/>	Contract Notice
<input type="radio"/>	Social and other specific services - public contracts

Select Language

English(en)

CANCEL POPULATE NOTICE

Figure 196: Available notices & Creation of Notice

The platform directs the user to the **Form Filling Tool** to fill in and finalise the official notice form. “Section 20.1” describes how to use the tool in more detail.



Publication of National notices or Notices to TED. CA users need to be careful about the type of notice that they select, as this defines whether the publication will go or not to TED.

Please note that it is the type of the notice that is selected by the Procurement Officer, that **defines** whether the notice will be sent or not to TED (as many combinations are possible). So the sending or not to TED is not defined by the **below/ above** threshold value defined in the CFT details.

For example during the contract notice phase (screenshot below), only the **National Contract notice for classic procurement (no TED publication)** is never sent to TED, but all the other notice type are sent to TED (e.g. Contract Notice, Design Contest Notice, etc.).

AVAILABLE NOTICES FORMS

Select	Notice form name
<input type="radio"/>	Design Contest Notice
<input checked="" type="radio"/>	Contract Notice
<input type="radio"/>	National Contract Notice for classic procurement (no TED publication)

Language of publication

EN GA

CANCEL POPULATE NOTICE

Figure 197: Creation of a Contract Notice (TED)

AVAILABLE NOTICES FORMS

Select	Notice form name
<input type="radio"/>	Design Contest Notice
<input type="radio"/>	Contract Notice
<input checked="" type="radio"/>	National Contract Notice for classic procurement (no TED publication)

Language of publication

EN GA

CANCEL POPULATE NOTICE

Figure 198: National Contract notice for classic procurement (no TED publication)

Similarly during the contract award notice phase (screenshot below), only the **National Contract Award notice for classic procurement (no TED publication)** is never sent to TED, but all the other notice type are sent to TED (e.g. Contract Award Notice, Results of Design Contest Notice, etc.).

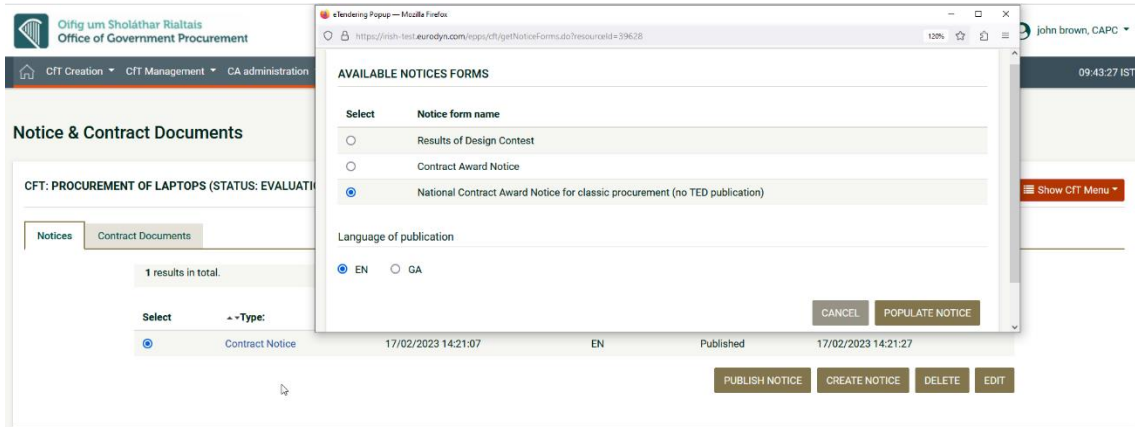


Figure 199: National Contract Award notice for classic procurement (no TED publication)

For instance a POTC user can set a CfT as **below threshold** and can still decide to send the Contract Notice or the Contract Award Notice **to TED**, by selecting the appropriate notice type. This can be the case for instance if the Procurement Officer want to increase the visibility of their opportunity by publishing the CN on TED. This can also be the case if a procedure was started as a below threshold (National Contract Notice), but following the Award, the awarded value becomes higher than the threshold and thus requires a TED publication of the Contract Award Notice.

7.22.2 Association of PIN Notices with a Call for Tender

In order to associate a Prior Information Notice with a Call for Tender, the user should:

1. Select the “Cft Documents” option from the “Show Cft Menu”

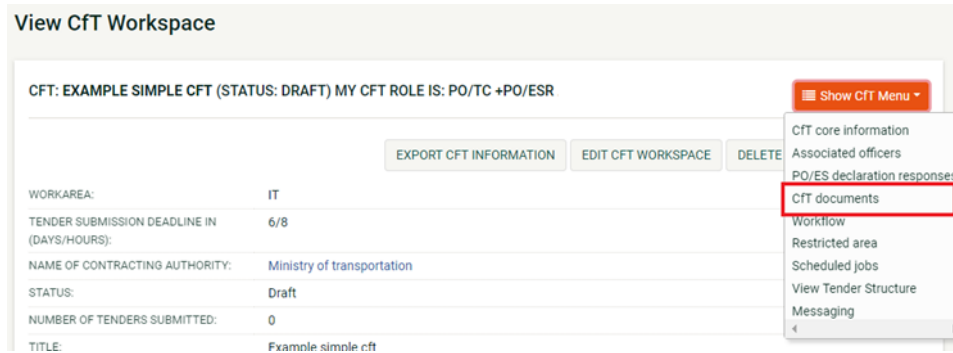


Figure 200: “Cft documents” area in show Cft menu – PIN association

2. Select the “Notices” tab
3. Click on the “LINK PIN TO CFT” button



Figure 201: “Link PIN to Cft” button

The system displays available PIN notices for association. The user selects a PIN Notice and clicks on the “+” create link to PIN icon in order to associate the notice with the Call for Tender.

Select	Type	Title	Date Upd.	Lang.	Status	Date Pub.	Actions
<input type="radio"/>	Prior Information Notice	title	31/01/2023 10:42:49	EN	Published	31/01/2023 10:42:57	+

Figure 202: List of available PIN notices

After the association of a PIN with a Call for Tender, the Prior Information Notice is displayed together with all other notices, if any, created under this Call for Tender workspace (i.e. Contract and Award notices).

Select	Type	Date Upd.	Lang.	Status	Date Pub.
<input checked="" type="radio"/>	Prior Information Notice	19/04/2023 10:42:49	EN	Published	19/04/2023 10:42:57

Figure 203: Completion of PIN notice association

7.22.3 Publication of a Notice

To publish a notice the user:

1. Selects the “**Cft Documents**” option in the “**Show Cft Menu**”
2. Accesses the “**Notices**” tab
3. Selects a notice in “**Final**” status
4. Clicks on the “**PUBLISH NOTICE**” button



In case of only one notice being available, the system auto-selects it for publication.

Notice & Contract Documents

CFT: EXAMPLE SIMPLE CFT (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/ESR ACCEPTED Show CFT Menu

Notices Contract Documents

1 results in total.

Select	Type	Date Upl.	Lang.	Status	Date Pub.
<input checked="" type="radio"/>	Contract Notice	19/04/2023 14:50:06	EN	Final	

LINK PIN TO CFT PUBLISH NOTICE CREATE NOTICE DELETE EDIT

Figure 204: Publish notice button

On successful execution of the above action, the system informs the user that the notice was published, and the status of the notice then changes into “**Published**”. Also from that point onwards the Cft obtains the status “tender Submission” and becomes visible to the suppliers.

The “**Delete**” button may be used to delete an unpublished notice.

Notice & Contract Documents

Notice was published successfully

CFT: EXAMPLE SIMPLE CFT (STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/ESR ACCEPTED Show CFT Menu

Notices Contract Documents

1 results in total.

Select	Type	Date Upl.	Lang.	Status	Date Pub.
<input checked="" type="radio"/>	Contract Notice	19/04/2023 14:50:06	EN	Published	20/04/2023 08:25:13

PUBLISH NOTICE CREATE NOTICE DELETE EDIT

Figure 205: Published Notice

7.22.4 Amend data in Published Notice (Corrigenda)

Once a notice has been published, users cannot proceed with any changes on the notice itself. The users may amend the information included in the published notice through creating and publishing a special notice type called Corrigendum Notice.

In the eTenders Platform, the PO/TC of the competition may commence the process for creating and publishing a Corrigendum Notice to amend information contained on an already published notice through the use of the “**EDIT**” button in the Notices section.

In order to “edit” a published notice the user must follow steps:

1. Selects “**Cft Documents**” choice from the “**Show Cft Menu**”
2. Selects the “**Notices**” tab
3. Selects a published notice
4. Click on the “**EDIT**” button.



Figure 206: Edit notice

Upon clicking on the “**EDIT**” button, a confirmation message will appear on the screen informing the user that the notice he wishes to edit has already been published and he will be prompted to issue a Corrigendum notice.

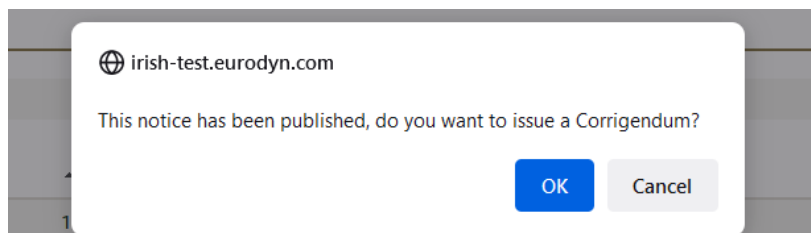


Figure 207: Confirmation message for Corrigendum notice

Upon user confirmation, the Corrigendum form will open, prefilled with the CA and Call for Tender’s information available to eTenders. The user will have to select the reason(s) for issuing the Corrigendum Notice.

Figure 208: Reasons for issuing the Corrigendum notice

Depending on the user’s choice and reasons for creating the Corrigendum Notice, the eTenders platform will present to the user the various relevant fields for the user to fill in. The following figures depict the screens for a user selecting to edit an ongoing Tender competition.

Figure 209: Complementary information

Figure 210: Additional information

Figure 211: Dispatch date

Figure 212: Save Corrigendum as final



After the successful creation of a Corrigendum Notice, the user may publish it following the same process of publishing any type of notice.

Corrigendum Notices are allowed to be created for any type of notice, except for Corrigendum Notices. This means that the users cannot create a Corrigendum Notice for amending the information contained in an already published Corrigendum Notice. However, there is no limitation to the number of Corrigendum Notices users may publish on one particular notice.

The example described in the above screenshots presents the editing of a Corrigendum Notice prepared within a Call for Tender (CfT). Similar editing of a notice can be performed by CAPC/CAPCA users for amending information on published notices outside a CfT (i.e. CA notices that are accessible to CAPC/CAPCA users in the “CA notices” section under “CA administration” menu).

In order for a Tender Coordinator PO/TC user to create a Contract Award Cancellation Notice (i.e. Corrigendum Notice) for the cancellation of a Call for Tender which has already been published to TED; user will be able to proceed on the two following scenarios:

1. When the PO/OS (e.g. Tender Opening Staff) unlocks the submitted tenders but none supplier has submitted a tender response or
2. When the PO/TC has confirmed in the “**Post Standstill**” period that none supplier was awarded a contract.

7.23 Copy a CfT as New

Once the structure of the tender is defined (and on the condition that the competition has not been archived), the user can copy the call for Tender as "new".

In order to do this, the user accesses the "CfT Core Information" page from the "Show CfT Menu" and clicks on the "Copy as new" button.

The system copies the Call for Tender details and the user can view the "Cft Core Information" page of the call for tender copied as new (in "Draft" status in order to be able to modify the title of the call for tenders, etc.). As soon as a CfT is copied as new, the user should start by editing the CfT title, description, etc.

7.24 Invitations



In order to create a new invitation, the user accesses the “**Invitations**” tab in the “**CfT Document**” page. The “**Invitations**” tab is enabled only for specific types of procurement procedures and cycles (e.g. on the second cycle of restricted procedures, or on simplified procedures).

To create a new invitation, the user should click on the “**CREATE NEW INVITATION**” button.



Figure 213: Create a new invitation

In order to complete the invitation the user should provide the following information:

- Subject of the invitation
- Body of the invitation
- Optional attachment (document)
 - The PO/TC user may upload a document from a local folder or import one from the CA template library. The PO/TC accesses the relevant folder, and/ or selects the document from the Template Library to import, and clicks on the “**SELECT**” button.
- The list of the Economic Operators which are eligible to participate in a procurement exercise is available through the use of the “” search button in order to search for registered Economic Operators and the “” delete button to clear the selected Economic Operators.

Fields “**Deadline for tender submission**” and “**Requests for clarification**” are automatically filled by the system, according to the information provided by the user during the creation of a Call for Tender. Finally, the user clicks on the “**SEND INVITATIONS**” button to send the invitations to the selected Economic Operators.

CFT: EXAMPLE SIMPLE CFT (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/ESR Show CFT Menu

Contract Documents **Invitations**

CREATE NEW INVITATION

Subject: *

Body: *

Maximum Characters: 50000.

Attachment: No file selected.

Attention: File attachments of above 5MB may be blocked within recipient networks. It is suggested you upload such documentation in the Contract Documents section instead.


Organisations: *

Request for clarification: hh 00 mm 00

Deadline for tender submission: hh 00 mm 00

Figure 214: Invitation of Economic Operators

In case the invitation is part of creating a new evaluation cycle of a specific procedure (e.g. in a restricted procedure, in a competitive dialogue, etc.) the previously described workflow differs in the following:

- The list of invited suppliers is automatically filled according to the results of the evaluation during the previous phase.
- The user should specify the date and time (through using the “” selection button to select a date) for the “**Deadline for tender submission**” and the time period for receiving clarifications, “**Requests for clarifications**”.

After sending the invitations, the user can view the completed invitations. Furthermore, the user can edit and modify the invitation throughout the “Tender Submission” phase by selecting the “**EDIT INVITATION**” button, in such cases the invitations need to be submitted again to all the eligible Economic Operators.

Notice & Contract Documents

CFT: EXAMPLE SIMPLE CFT (STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/ESR Show CFT Menu

Contract Documents **Invitations**

1. INVITATION TO TENDER FOR: MANUAL SIMPLIFIED

INVITATION SUBJECT: Subject Example

INVITATION BODY: Invitation Body

INVITED ECONOMIC OPERATORS: Bus Group

DEADLINE FOR TENDER SUBMISSION:

REQUEST FOR CLARIFICATION:

Figure 215: View completed invitation

7.25 Random Selection in Simplified Procedure Invitation

The system, as far as “Low value/ Direct Contract Award” procedures are concerned, retrieves the suppliers to be invited based on the CPV codes that they have registered for their organisations. e.g. Where the CFT is published under a CPV A and a company also has selected that CPV A code in their profile, then the company is retrieved by the search. The results (companies that match the selected CPV) are displayed in a random order instead of by alphabetical order. Each new search request and execution provides the results in a different random order. Also other below criteria can be used for the search.

SEARCH FOR ORGANISATION

Organisation Name: <input type="text"/>	Country: All <input type="text"/>
Organisation ID: <input type="text"/>	CPV Codes of interest 50000000-Repair and maintenance services 33000000-Medical equipments, pharmaceuti <input type="text"/>
Company Registration Number: <input type="text"/>	Market geographical coverage and location: <input type="text"/>
Type of Business -Select Business Type- <input type="text"/>	Maximum number of results: <input type="text"/>

SEARCH RESULTS

Figure 216: Random Selection in Simplified Procedure Invitation

SEARCH FOR ORGANISATION

Organisation Name: <input type="text"/>	Country: All <input type="text"/>
Organisation ID: <input type="text"/>	CPV Codes of interest 50000000-Repair and maintenance services 33000000-Medical equipments, pharmaceuti <input type="text"/>
Company Registration Number: <input type="text"/>	Market geographical coverage and location: <input type="text"/>
Type of Business -Select Business Type- <input type="text"/>	Maximum number of results: <input type="text"/>

SEARCH RESULTS

10 Results Per page | Displaying all 4 matches.

<input type="checkbox"/>	Organisation Name	Country	Eircode / Postal Code	Phone Number
<input type="checkbox"/>	Ministry of transportation	Greece	1068	
<input type="checkbox"/>	Ministry of Transportation	Greece	1077	
<input type="checkbox"/>	Ministry of Development	Great Britain	1071	
<input type="checkbox"/>	Ministry of Health	Greece	1075	

Figure 217: Random Selection in Simplified Procedure Invitation

7.26 Framework Agreement and Mini Competitions

The procedure for the establishment of a Framework Agreement is similar to the procedure for establishing a public tender. The key differences are that during the awarding phase the user selects the EOs awarded. Furthermore, after the awarding of the contract, the user is requested to define the date when the particular framework agreement will end and specify the CAs that will involve in the agreement acting as buyers.

Figure 218: Awarding of a Framework agreement

The PO/TC user is requested to define the date when the particular Framework Agreement will end and specify the Contracting Authorities that will be involved in the agreement acting as buyers. Once done, the user should click on the **“CONCLUDE FRAMEWORK AGREEMENT”** button.

Figure 219: Specifying the Framework Agreement end date

In order for the user to create further competitions (i.e. mini competitions) under the context of the agreement, the option “**Mini-competitions**” can be selected from the Show Cft menu.

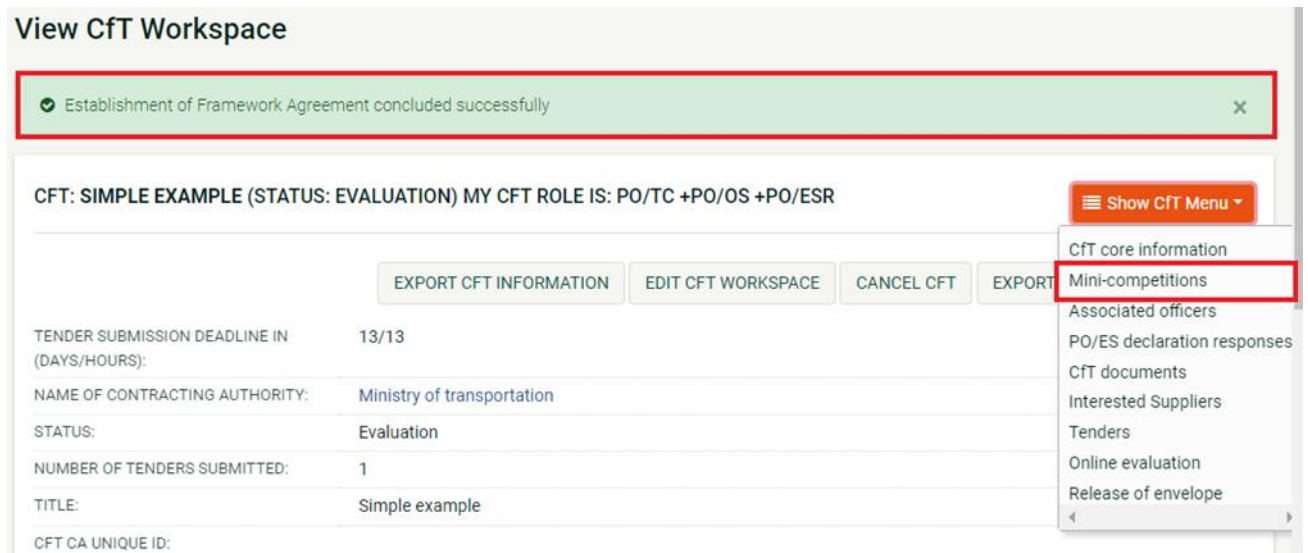


Figure 220: Generation of a mini competition

The user can create a mini competition manually (e.g. already performed in the past) by selecting the “**CREATE MANUAL MC**” button or can create a new procurement process, for the specific contract, by selecting the “**CREATE MC**” button.



Figure 221: Create Specific Contract functionality

The process for the creation of a mini competition is the same for all procurement procedures.



CFT: SIMPLE EXAMPLE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR

Show CFT Menu ▾

WORKSPACE INFORMATION

Title *

mini competition example

176 remaining characters

CFT CA Unique ID

Description *

mini competition example

976 remaining characters

Procurement Type *

Services ▾

CPC Category ⓘ

Computer and related services ▾

Directive *

2014/24/EU (Classic) ▾

Procedure Specific Contract

Cft Involves A Public Contract

Publish on behalf of

CPV Codes *

50000000-Repair and maintenance services



Award per Item
 Yes No

NUTS codes
 ↑ ↓ 🔍 🗑️

Estimated value (EUR)

Internal Estimated value (EUR)

Note: Only CAPC and CAPCA users in your organisation can visualise this value.

Request for clarification
 📅

Time-limit for receipt of tenders or requests to participate
 📅

Upload of documents within the clarifications *
 Yes No

Tenders Opening Date
 📅

Allow Late Tenders
 Yes No

Allow suppliers to make an online Expression Of Interest
 Yes No

EU funding
 Yes No

Evaluation Mechanism
 Price/Cost Effectiveness Best Price-Quality Ratio

Multiple tenders will be accepted
 Yes No

Contract duration in months or years, excluding extensions

Validity of Tender in days or months

OJEU link

Contract Award Date
 📅

Date Accepted by Contractor
 📅

Language of publication *
 EN GA

Number of openers *
 One Two

* Fields with asterisk are mandatory

Figure 222: Creation of a Mini Competition

At the final stage of a mini competition creation, after associating the procurement officers (for opening and evaluating the tenders) and defining the tender structure, the PO/TC will be required to send invitations to the Economic Operators selected to participate in the framework agreement. The user fills the subject and the body of the invitation. The system pre-fills all details of the organisations participating in the framework agreement as well as all information regarding the relevant deadlines.

The screenshot displays the 'Notice & Contract Documents' interface. At the top, it shows 'CFT: MINI COMPETITION EXAMPLE (STATUS: DRAFT) MY CFT ROLE IS: PO/TC' and a 'Show CFT Menu' button. Below this are two tabs: 'Contract Documents' and 'Invitations'. The 'Invitations' tab is active, showing a 'CREATE NEW INVITATION' section. This section contains a 'Subject' field with the text 'Invitation to tender for: mini competition example', a 'Body' text area, and an 'Attachment' field with a 'Choose File' button. A red 'Attention' message states: 'File attachments of above 5MB may be blocked within recipient networks. It is suggested you upload such documentation in the Contract Documents section instead.' Under 'Organisations', 'KaskaniSup' is selected. There are two rows for 'Request for clarification' and 'Deadline for tender submission', each with a date field (27/04/2023 and 28/04/2023 respectively) and time dropdowns (hh: 00 and mm: 00). At the bottom right, there are two buttons: 'SEND INVITATION' (highlighted with a red box) and 'CANCEL'.

Figure 223: Invitations (for the MC) to Companies that are included in the framework agreement

7.27 Dynamic Purchasing System (DPS)

A Dynamic Purchasing System is a procurement procedure similar to the Framework Agreement. They are both utilised for repetitive purchases, and preselect a pool of suppliers to procure certain goods or services and, when required, issue an invitation to tender for the preselected selected suppliers to participate. The fundamental difference between these two procedures is that while a Framework Agreement cannot admit new suppliers after the pool of suppliers is selected, the admission to a Dynamic Purchasing System is open throughout the duration of the DPS.

7.28 Creation of a new DPS

The user selects the “Set up a DPS” option in the “CfT creation” menu.

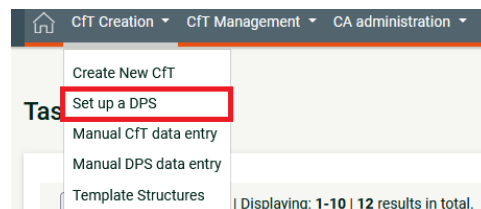


Figure 224: Set up a DPS

Then, the steps described below should be followed:

1. Populate the following fundamental DPS information
 - Title of the DPS (mandatory)
 - DPS CA unique ID is provided by the system automatically following the creation⁶
 - Description (mandatory)
 - Procurement Type (mandatory)
 - Supplies
 - Services
 - CPC Category
 - Works
 - Directive (mandatory)
 - 2014/24/EU (Classic)
 - 2014/25/EU (Utilities)
 - 2014/23/EU (Concession)

⁶ 'DPS CA Unique ID' is automatically generated by the system at the time of DPS creation, and stored within the DPS workspace information. 'DPS CA Unique ID' is read-only thus may not be edited by users. The ID is generated examining the following concatenation of values 'CA Acronym' + 'Number of CFTs', where CA ID is the Contracting Authority Acronym as in the 'CA Abbreviation' field, and 'Number of CFTs' is the number of CFTs created by that

Contracting Authority.

- (None)
 - The associated CPV codes
 - The associated NUTS codes
 - Estimated value (GBP)
 - Choice if EU funding exists for the DPS
 - Selection of the tender evaluation mechanism (Price/Cost Effectiveness and Best Price-Quality Ratio)
 - Choice if the DPS will be awarded in Lots (mandatory)
 - If yes
 - The number of Lots (mandatory)
 - The submission choice (one Lot Only, Maximum Number of Lots, All Lots)
2. Click on the **“CREATE DPS WORKSPACE”** button (the **“CANCEL”** button will forward the user to the main page).

Create DPS Workspace

WORKSPACE INFORMATION

Title *

(Maximum characters: 200).

DPS CA Unique ID

Description *

(Maximum characters: 50000).

Procurement Type *

-Select Procurement Type-

Directive *

-Select Directive-

CPV Codes

NUTS codes

Estimated value (EUR)

Above or Below threshold *

Above Below [Legislation on Threshold](#)

EU funding

Yes No

Evaluation Mechanism

Price/Cost Effectiveness Best Price-Quality Ratio

Contract awarded in Lots *

Yes No

Language of publication *

EN GA

* Fields with asterisk are mandatory

Figure 225: Create DPS Workspace

For contracts to be awarded in several Lots, the user must provide a respective name for each Lot:

Contract awarded in Lots *

Yes No

Number Of Lots *

2

Tenders For Lots

One Lot Only Maximum Number of Lots All Lots

Figure 226: Define Lots

7.29 Association of Contracting Authority user in DPS

By default, the creator of the DPS is assigned with the PO/TC role. However, more than one officers acting as PO/TC may be associated in the context of a DPS. The association procedure does not differ significantly compared to the user association in a Call for Tender. The key difference is that there is no need to associate Opening Staff (i.e. PO/OS) provided that the indicative tenders submitted in a DPS are unlocked and checked automatically by the system.

Associated Officers

Currently 0 ESR officers have been assigned. Please assign at least 1 ESR officer.

DPS: EXAMPLE (STATUS: DRAFT) Show DPS Menu

First Name	Last Name	Role	Actions
konstantina	kas	PO/TC	

1 results in total.

ADD PO/ES GROUP ADD PO/ES USERS ADD PO/TC USERS

Figure 227: Association of Contracting Authority user

7.30 Creation of Tender Structure in DPS

In order to define the structure of the selected tender the following steps must be followed:

1. Select if a tender structure will be imported from an XML file.
 - If yes, provide the location of the XML file.
2. Click on the “**NEXT**” button to define the eligibility criteria.

Figure 228: Creation of a DPS tender structure

7.31 Contractual documents in DPS

The procedure adding contractual documents to the DPS is identical to the procedure followed in a Call for Tender.

7.32 DPS establishment

The procedure for the establishment of a DPS is similar to the procedure for establishing a Framework Agreement. The user is requested to define the date when the particular DPS will end and specify the Contracting Authorities that will be involved in the agreement acting as buyers.

Figure 229: DPS Establishment

7.33 Creation of a Notice in DPS

User clicks on the “**Publish notice**” task, available on the “**List of tasks**” list. User clicks on the “**CREATE NOTICE**” button.

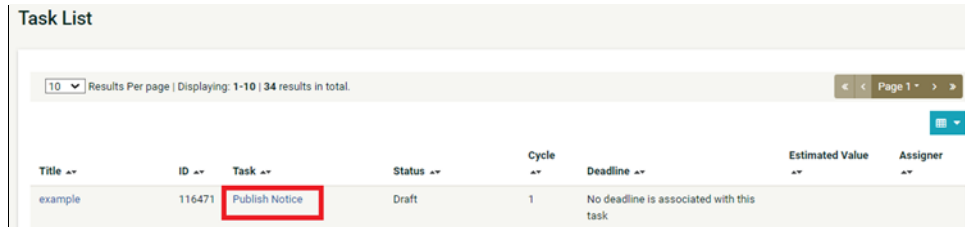


Figure 230: Publish notice task for a DPS tender



Figure 231: Create notice button for a DPS tender

Depending on the Directive selection, the respective Contract Notices are displayed in the “Available Notice Forms” pop-up. The user selects one of these using the radial buttons and clicks on ‘populate notice’.

Available Notices Forms

Select	Notice form name
<input type="radio"/>	Prior Information Notice
<input type="radio"/>	Design Contest Notice
<input type="radio"/>	Contract Notice
<input type="radio"/>	Social and other specific services - public contracts

SELECT LANGUAGE

English(en)

Figure 232: Available notices

The platform directs the user to the **Form Filling Tool** to fill in and finalise the official notice form.

7.34 Evaluation of tenders in DPS

The evaluation is performed and finalised per tender. That is, the Evaluation staff evaluates each submitted tender by itself, which is either successful or unsuccessful. It is important to note that the evaluation of a submitted tender is performed only for the Eligibility Criteria. Once a tender is submitted, the PO/ES users get a task to proceed with the evaluation of the submitted Tender.

CFT Title --	CFT ID --	Task --	Status --	Cycle --	Deadline --	Estimated Value --	Assigner --
example	116471	Evaluate Submissions	Established	1	No deadline is associated with this task		

Figure 233: Evaluate tender task for a DPS

The Evaluate Submissions link redirects the user to the main evaluation page. In this page only the Eligibility Criteria Section is visible. In the main evaluation page the system displays the detailed information regarding the submitted tender including the following information:

- The name of the Economic Operator Organisation
- The receipt ID of the tender package
- The date/time which the tender package is received
- The status of the tender's evaluation. These include;
 - **Not evaluated.** No evaluation of the tender exists.
 - **Draft.** The tender has been evaluated and saved as a draft. Further modifications are allowed.
 - **Final.** The tender has been evaluated and saved as final. Further modifications are not allowed.
 - **Finalised.** The tender has been evaluated and saved as final. Moreover, the PO/ESR user has approved all evaluations of the associated PO/ES users.

DPS: DPS TEST (STATUS: ESTABLISHED) Show DPS Menu

[ADD PO/ES GENERAL COMMENT](#) [PDF EVALUATION REPORTS](#)

Note: All received tenders have been opened.

Note: List of opened Tenders

10 Results Per page | Displaying the 1 match.

DPS Industries A.C.

Tender Package receipt ID: 00000000


T/P time: 2023/05/23 10:00:00

Conformance Checks: ✔

Overall evaluation status	Eligibility Criteria
Not Evaluated	<div style="border: 1px solid red; padding: 2px;"> ▲ ▲ </div>

Figure 234: Main evaluation page in DPS

7.35 Evaluation of eligibility criteria in DPS

In order to proceed with the evaluation the user should select the “” icon provided in the “Eligibility Criteria” column (e.g. corresponds to a “**Not Evaluated**” tender response).

The user is then redirected to the evaluation page. In this page the system displays the tender structure for the eligibility criteria. Furthermore, the supplier’s answers to each criterion are also provided. The page contains the following columns:


- **Economic Operator value.** The supplier’s answer for each criterion
- **PO/ES value.** The value of the PO/ES (if provided through justification)
- **ASc.** The **automated score**. This is automatically filled by the system when an evaluation formula has been specified during the creation of the tender structure.
- **CSc.** The area where the **consensus score** of the evaluators is been displayed.
- **Thr.** The **threshold** of the criterion.
- **P.** A check if the criterion **passes** or a block sign if **fails** (i.e. if the awarded score is greater than the threshold).
- **W.** The respective **weight** of the section/ criterion.
- **WSc.** The respective **weighted score** of the section/ criterion.

DPS EXAMPLE (STATUS: ESTABLISHED) Show DPS Menu

ECONOMIC OPERATOR ORGANISATIONS Bus Group


T/P RECEIPT ID 000000249

Eligibility Criteria

Economic Operator value	Bus Group Finalised	CSc	W	WSc	ASc	Thr	P
Eligibility Test Section							
			100%	100.00%	100.00%	20%	✓
Criteria Test							
test	100.00%	100.00% 	100%	100.00%	100.00% 	20%	✓
Overall							✓

CONTINUE TO

Figure 235: Evaluation page in DPS

All criteria which have an associated evaluation formula are automatically evaluated. The user evaluates all other criteria. The check symbol changes into “” if the value is greater than the specified threshold. The overall status of the tender will be considered as failed in case there is at least one criterion which fails to pass the threshold.

7.36 Saving the evaluation in DPS

The following buttons are displayed in the evaluation page and provide all the functionality for saving the evaluation process:

- **CONTINUE TO** ▾ Navigate to the next or previous evaluation page.
Important Note: any unsaved changes will be lost.
- **SAVE AS DRAFT** Saves the evaluation as a draft. Further updates are allowed.
- **SAVE AS FINAL** Saves the evaluation as final. No further updates are allowed.
Important Note: A tender with not completed evaluation will be considered as failed.

7.37 Overall evaluation status in DPS

The associated PO/ESR will need to approve the evaluations of all PO/ES users. In order to perform this action, the user should select the link provided in the “**Overall evaluation status**” column (e.g. “**Not evaluated**”).



The screenshot shows a table with two columns: 'Overall evaluation status' and 'Eligibility Criteria'. The first row, 'Konstantina kas', has a red triangle icon in the 'Overall evaluation status' column and a green checkmark in the 'Eligibility Criteria' column. The 'Overall evaluation status' cell is highlighted with a red border.

Overall evaluation status	Eligibility Criteria
Konstantina kas	

Figure 236: Overall evaluation in DPS

7.38 EO Admission Verification in DPS

Upon the finalisation of a Tender Submission Evaluation, the task is issued to the PO/TC to confirm the acceptance or not of the Economic Operator in the DPS. The Verify EO admission link redirects the user to the Announcement of the tender results where the PO/ TC should verify whether the EO passed or failed to qualify in the DPS.

Please note the below:

- If there is a green tick next to the supplier's name, they have been approved and are eligible to participate in DPS Tenders,
- But, if there is not a green tick next to the supplier's name, they have been rejected and are not eligible to participate in DPS Tenders.

In case the submitted tender is successful (the "Pass" checkbox is ticked), the Economic Operator is added in the Economic Operator's list of the DPS, where they are able to participate in new Specific Contracts if they are invited. The participated Economic Operators are listed under the "**Participants**" option in the "**Show DPS Menu**" menu.

The screenshot shows a table with the following data:

Eligibility Criteria	
Overall evaluation status	⚠️
Konstantina kas	✅

Figure 237: "Participants" option in the "Show DPS menu" list

The screenshot shows the 'Awarding' page with the following details:

- DPS: EXAMPLE (STATUS: ESTABLISHED)** with a **Show DPS Menu** button.
- DPS Start Date and Time:** 28/04/2023 00:00
- DPS Expiry Date and Time:** 28/04/2023, hh: 00, mm: 00
- Economic Operator:** KaskaniSup
- CA Organisation:** Ministry of transportation
- Buttons: **TERMINATE DPS**, **MODIFY**, and **UPDATE**.

Figure 238: Participants page in DPS

7.39 Specific Contracts under DPS

In order to view or create a Specific Contract in the context of a DSP the PO/TC should select the option “**Specific contracts**” from the “**Show DPS Menu**” drop- down list.

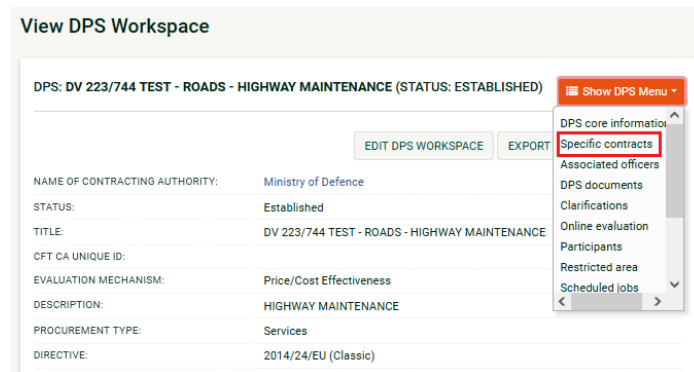


Figure 239: “Specific contracts” option in the “Show DPS menu” list



Figure 240: Create a specific Contract page in DPS

To create a specific contract the user selects the “**CREATE SPECIFIC CONTRACT**” button, and provides the following information:

- Specific contract title (mandatory)
- Specific contract unique id is provided by the system automatically following the creation
- A Description of the specific contract (mandatory)
- The associated CPV codes
- (selection) if auction event will be executed in the context of the specific contract
- The associated NUTS codes
- Estimated value
- The time limit for submission of tenders
- (selection) if documents could be uploaded within clarifications
- (selection) if EU funding exists for the Specific Contract
- (selection) if multiple offer will be accepted
- (selection) if late tender will be allowed
- Language of publication
- Numbers of tender openers

Create Specific contract

CFT: DV 223/744 TEST - ROADS - HIGHWAY MAINTENANCE (STATUS: ESTABLISHED) MY CFT ROLE IS: PO/TC +PO/ESR Show CFT Menu

WORKSPACE INFORMATION

Title *

(Maximum characters: 200).

CFT CA Unique ID

Description *

(Maximum characters: 50000).

Procurement Type
Services

CPC Category
Maintenance and repair services

Procedure
DPS Specific Contract

Directive
2014/24/EU (Classic)

CFT Involves
A Public Contract

CPV Codes

50000000-Repair and maintenance services

Inclusion of e-Auctions *

Yes No

NUTS codes

AS

Estimated value (EUR)

Time-limit for receipt of tenders or requests to participate **Time-limit for submission of tenders for the specific contract**

Upload of documents within the clarifications *

Yes No

Allow Late Tenders

Yes No

EU funding

Yes No

Evaluation Mechanism

Price/Cost Effectiveness Best Price-Quality Ratio

Multiple tenders will be accepted

Yes No

Language of publication *

EN GA

Number of openers *

One Two

* Fields with asterisk are mandatory

Figure 241: Create Specific contract form

Once the workspace of the Specific Contract is created, the tender structure should be defined. Note that the tender structure for the specific contract includes only the technical and financial envelopes. Also, the imported sections and criteria could only be deleted and to be edited.

Once the structure is finalised, a new task is assigned to the PO/TC in which an invitation should be sent to all admitted EOs to take part in the Specific Contract tendering phase.

The user fills the subject (mandatory) and the body (mandatory) of the invitation and uploads a related document (optional). The system pre-fills all details of the organisations admitted in the DPS as well as all information regarding the tender submission deadline.

The screenshot displays the 'Notice & Contract Documents' interface. At the top, it shows the contract details: 'CFT: TEST DPS CONTRACT (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR ACCEPTED' and a 'Show CFT Menu' button. Below this are tabs for 'Notices', 'Contract Documents', and 'Invitations'. The main section is titled 'CREATE NEW INVITATION' and contains the following fields:

- Subject:** A text input field containing 'Invitation to tender for: Test DPS Contract'.
- Body:** A large text area for the invitation body, with a note '(Maximum characters: 50000)' below it.
- Attachment:** A file selection area with a 'Browse...' button and the text 'No file selected.' Below this is an attention note: 'Attention: File attachments of above 5MB may be blocked within recipient networks. It is suggested you upload such documentation in the Contract Documents section instead.'
- Organisations:** A list of organisations with a checkbox for 'ABC Industries' which is currently checked.
- Request for clarification:** A date picker followed by two dropdown menus for hours (hh) and minutes (mm), both set to '00'.
- Deadline for tender submission:** A date picker showing '09/02/2023' followed by two dropdown menus for hours (hh) and minutes (mm), both set to '00'.

At the bottom right of the form are two buttons: 'SEND INVITATION' and 'CANCEL'.

Figure 242: Invitation page in a Specific Contract of a DPS

When creating a Specific Contract included in a DPS tender which was created through the “Set up a DPS” functionality, the Specific Contract will not support all the latest releases of the e-Public Procurement Solution (Messaging, Section Evaluators). For this reason a PO/TC should create first a DPS through the “Manual DPS data entry” functionality and then under this DPS to create a new Specific Contract.

7.40 Creation of a new manual DPS / manual CfT Data entry

This functionality allows the creation on eTenders of either a CfT (single procurement or Framework Agreement) or a DPS that was already awarded but never run through the system. The reason being that the Framework Agreement/DPS was established offline or through another system. In these cases, using either “**Manual DPS data entry**” or “**Manual CfT data entry**”, the PO/TC fills all data regarding the awarded CfT in order to allow the continuation of the process (Mini competitions or Specific contracts) on the new eTenders system.

The user selects the “**Manual DPS data entry**” option in the “**CfT creation**” menu group.

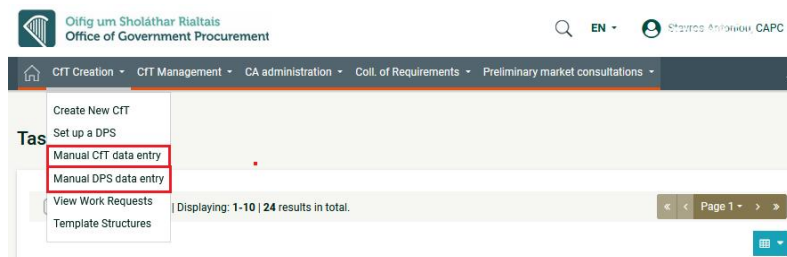


Figure 243: “Manual DPS data entry” / “Manual CfT data entry” option in the CfT creation menu

Then in the case of DPS, the following fields are displayed, if the steps described below should be followed:

1. Populate the following fundamental DPS information
 - Title of the manual DPS (mandatory)
 - DPS CA unique ID is provided by the system automatically following the creation⁷

⁷ ‘DPS CA Unique ID’ is automatically generated by the system at the time of DPS creation, and stored within the DPS workspace information. ‘DPS CA Unique ID’ is read-only thus may not be edited by users. The ID is generated examining the following concatenation of values ‘CA Acronym’ + ‘Number of CfTs’, where CA ID is

- Description (mandatory)
- Procurement Type (mandatory):
 - Supplies
 - Services
 - CPC Category
 - Works
- Directive (mandatory):
 - 2014/24/EU (Classic)
 - 2014/25/EU (Utilities)
 - 2014/23/EU (Concession)
 - (None)
- The associated CPV codes

- The associated NUTS codes
 - Estimated value (GBP)
 - Above or Below threshold (mandatory)
 - Choice if EU funding exists for the DPS
 - Selection of the tender evaluation mechanism (Price/Cost Effectiveness and Best Price-Quality Ratio)
 - If the DPS is awarded in Lots (mandatory):
 - If yes
 - The number of Lots (mandatory)
 - The submission choice (one Lot Only, Maximum Number of Lots, All Lots)
 - language of publication (mandatory)
2. Click on the “NEXT” button (the “CANCEL” button will bring the user back to the main page).

the Contracting Authority Acronym as in the ‘CA Abbreviation’ field, and ‘Number of CFTs’ is the number of CFTs created by that Contracting Authority.

WORKSPACE INFORMATION

Title *

(Maximum characters: 200).

DPS CA Unique ID

Description *

(Maximum characters: 50000).

Procurement Type *

Directive *

CPV Codes

NUTS codes

Estimated value (EUR)

NUTS codes

Estimated value (EUR)

Above or Below threshold *

Above Below [Legislation on Threshold](#)

EU funding

Yes No

Evaluation Mechanism

Price/Cost Effectiveness Best Price-Quality Ratio

Contract awarded in Lots *

Yes No

Language of publication *

EN GA

CANCEL CREATE DPS WORKSPACE

* Fields with asterisk are mandatory

Figure 244: Creation of a manual DPS tender

7.41 DPS establishment

The procedure for the establishment of a DPS is similar to the procedure for establishing a Framework Agreement. The user is requested to define the date when the particular DPS will end and specify the Contracting Authorities that will be involved in the agreement acting as buyers.

Establish Dynamic Purchasing System

Manual DPS was successfully created

DPS: DPS TEST MANUAL (STATUS: DRAFT) [Show DPS Menu](#)

DPS Start Date and Time: * hh: * mm: *

DPS Expiry Date and Time: * hh: * mm: *

CA Organisation *

Total contract awarded value *

Fields marked with an asterisk are mandatory *

ESTABLISH DYNAMIC PURCHASING SYSTEM

Figure 245: DPS establishment for a manual DPS

7.42 Specific Contract under Manual DPS

In order to view or create a Specific Contract in the context of a DSP the PO/TC should select the option “**Specific contracts**” from the “**Show DPS Menu**” drop- down list.

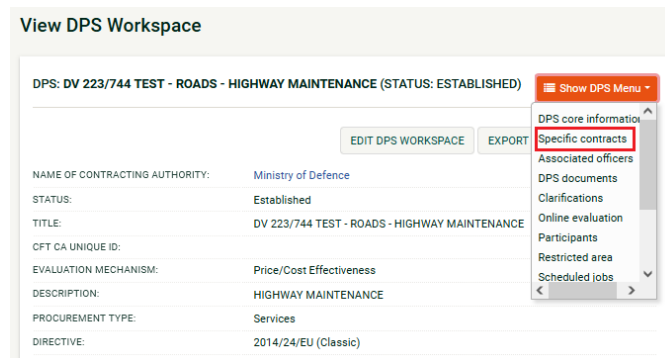


Figure 246: “Specific contracts” option in the manual DPS menu

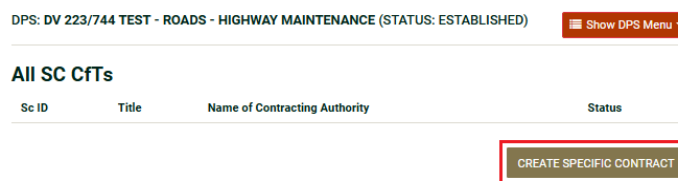


Figure 247: Creation of a Specific contract in a manual DPS tender

To create a specific contract the user clicks on the “**CREATE SPECIFIC CONTRACT**” button, and provides the following information:

- Specific contract title (mandatory)
- Specific contract unique id is provided by the system automatically following the creation
- A Description of the specific contract (mandatory)
- Procurement Type is pre-filled by the system
- CPC category is pre-filled by the system
- Directive is pre-filled by the system
- Procedure is pre-filled by the system
- Cft involves is pre-filled by the system
- The associated CPV codes
- (selection) if the DPS tender is to be run as an auction or not
- The associated NUTS codes
- Estimated value
- The time limit for submission of tenders

- (selection) if documents could be uploaded within clarifications
- (selection) if EU funding exists for the Specific Contract
- The evaluation mechanism is pre-filled
- Language of publication
- The number of openers
- If the system will allow late tenders to be submitted

CFT: DV 223/744 TEST - ROADS - HIGHWAY MAINTENANCE (STATUS: ESTABLISHED) Show CFT Menu
MY CFT ROLE IS: PO/TC +PO/ESR

WORKSPACE INFORMATION

Title *
(Maximum characters: 200)

CFT CA Unique ID

Description *
(Maximum characters: 50000)

Procurement Type
Services

CPC Category
Maintenance and repair services

Procedure
DPS Specific Contract

Directive
2014/24/EU (Classic)

CFT Involves
A Public Contract

CPV Codes
50000000-Repair and maintenance services

Inclusion of e-Auctions *
 Yes No

NUTS codes
AS

Estimated value (EUR)

Time-limit for receipt of tenders or requests to participate Time-limit for submission of tenders for the specific contract
hh 00 mm 00

Upload of documents within the clarifications *
 Yes No

Allow Late Tenders
 Yes No

EU funding
 Yes No

Evaluation Mechanism
 Price/Cost Effectiveness Best Price-Quality Ratio

Multiple tenders will be accepted
 Yes No

Language of publication *
 EN GA

Number of openers *
 One Two

CANCEL CREATE CFT WORKSPACE

Figure 248: Create Specific Contract

7.43 Contract Award Notice Value

During the DPS and CFT creation process, the PO/TC user is required to the system to provide the “estimated value” of the CFT. Estimated value represents the amount of money that is budgeted and published in the notice for this particular CFT.

Please note that the internal estimated value is only used for internal Contracting authority statistical purposes. The internal estimated value is never published.

The screenshot shows a form with three input fields. The first field is labeled 'NUTS codes' and has a search icon and a trash icon to its right. The second field is labeled 'Estimated value (EUR)' and is highlighted with a red border. The third field is labeled 'Internal Estimated value (EUR)'. Below the fields is a note: 'Note: Only CAPC and CAPCA users in your organisation can visualise this value.'

Figure 249: Estimated Value of the workspace

After the contract award stage for FA/ DPS procedures, some new fields are created by the system in the CFT/ DPS workspace page. These fields are the “Awarded (CAN) value” and the “Cumulative value of contracts”, which represent respectively:

- the total budgeted value for the contract
- the sum of prices for all mini competitions / Specific contracts under the FA/DPS

These fields allow the monitoring of the awarded financial values under all the mini competitions of a Framework, never exceed the total budgeted value of the Framework. If this becomes the case, then the system warns the user firstly that the budget is being approached (80%) and then that the budget is exceeded.

NOTE: only in CFTs with establishment of framework agreement the cumulative value is available.

View DPS Workspace

DPS: DPS TEST II (STATUS: ESTABLISHED)

NAME OF CONTRACTING AUTHORITY:	Ministry of Defence
STATUS:	Established
TITLE:	DPS TEST II
CFT CA UNIQUE ID:	
EVALUATION MECHANISM:	Price/Cost Effectiveness
DESCRIPTION:	testing
PROCUREMENT TYPE:	Services
DIRECTIVE:	2014/24/EU (Classic)
CPC CATEGORY:	Maintenance and repair services
CPV CODES:	50000000-Repair and maintenance services
NUTS CODES:	AR
ESTIMATED VALUE (EUR):	2,000,000
AWARDED (CAN) VALUE:	12,000,000
ABOVE OR BELOW THRESHOLD:	Above
CONTRACT AWARDED IN LOTS:	No
EU FUNDING:	No
LANGUAGE OF PUBLICATION:	EN

Figure 250: Cumulative value of contracts & Awarded (CAN) value of an awarded DPS

NOTE: The system notifies the user when the estimated value of mini competitions (Cumulative Value of Contracts) has reached or exceed the Awarded (CAN) value.

irish-test.eurodyn.com

You have exceeded Awarded (CAN) value by 4000000

OK

Figure 251: Exceeded CAN value Notice

NOTE: The system sends an email notification to PO/TC user when the Cumulative Value of Contract has exceeded the 80% of the Awarded (CAN) Value.

Then in the next step, the user creates a new Specific Contract under the established DPS with an estimated value.

CFT: DV 124/712 TEST - ROADS - HIGHWAY MAINTENANCE (STATUS: DRAFT) MY CFT ROLE IS: PO/TC

TENDER SUBMISSION DEADLINE IN (DAYS/HOURS):	20/18
NAME OF CONTRACTING AUTHORITY:	Ministry of Defence
DPS:	DPS TEST II
STATUS:	Draft
TITLE:	DV 124/712 TEST - ROADS - HIGHWAY MAINTENANCE
CFT CA UNIQUE ID:	
EVALUATION MECHANISM:	Price/Cost Effectiveness
DESCRIPTION:	new procedure
PROCUREMENT TYPE:	Services
CPC CATEGORY:	Maintenance and repair services
DIRECTIVE:	2014/24/EU (Classic)
PROCEDURE:	DPS Specific Contract
CPV CODES:	50000000-Repair and maintenance services
INCLUSION OF E-AUCTIONS :	No
NUTS CODES:	AR
ESTIMATED VALUE (EUR):	4,000,000
INTERNAL ESTIMATED VALUE (EUR):	
TIME-LIMIT FOR SUBMISSION OF INDICATIVE TENDERS FOR THE SPECIFIC CONTRACT:	24/02/2023 00:00
UPLOAD OF DOCUMENTS WITHIN THE CLARIFICATIONS:	No
TENDERS OPENING DATE:	24/02/2023 00:00
ALLOW LATE TENDERS:	No

Figure 252: Specific Contract with estimated value

In the parent DPS workspace, the cumulative value field has been created.

NAME OF CONTRACTING AUTHORITY:	Ministry of Defence
STATUS:	Established
TITLE:	DPS TEST II
CFT CA UNIQUE ID:	
EVALUATION MECHANISM:	Price/Cost Effectiveness
DESCRIPTION:	testing
PROCUREMENT TYPE:	Services
DIRECTIVE:	2014/24/EU (Classic)
CPC CATEGORY:	Maintenance and repair services
CPV CODES:	50000000-Repair and maintenance services
NUTS CODES:	AR
ESTIMATED VALUE (EUR):	2,000,000
CUMULATIVE VALUE OF CONTRACTS:	4,000,000
AWARDED (CAN) VALUE:	12,000,000
ABOVE OR BELOW THRESHOLD:	Above
CONTRACT AWARDED IN LOTS:	No
EU FUNDING:	No
LANGUAGE OF PUBLICATION:	EN

Figure 253: Insert of cumulative value field

After the Specific Contract award, the new Awarded (CAN) Value field in parent DPS workspace monitors the total contract award value.

8 Messaging

The Messaging Functionality allows suppliers and buyers to communicate during a Call for Tender life cycle. This functionality is only available for Cft workspaces. This functionality is available to PO/TC and PO/ESR users associated with a Call for Tender. They have access to all messages dispatched by suppliers for a Call for Tender.

8.1 Viewing received messages in your Inbox

In order to view the Messaging Inbox, from the “View Cft Workspace” page, click on the “Show Cft menu” and select the “**Messaging**” functionality.

The screenshot shows the 'View Cft Workspace' interface for a Call for Tender titled 'CFT: ROADS HIGHWAY MAINTENANCE (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/ESR ACCEPTED'. The workspace details include: WORKAREA: IT, TENDER SUBMISSION DEADLINE IN (DAYS/HOURS): 6/16, NAME OF CONTRACTING AUTHORITY: Ministry of transportation, STATUS: Draft, NUMBER OF TENDERS SUBMITTED: 0, and TITLE: Roads highway maintenance. A 'Show Cft Menu' button is visible, and its dropdown menu is open, listing various options. The 'Messaging' option is highlighted with a red box.

Figure 254: “Messaging” option in the “Show Cft Menu” list



If you do not see the “Messaging” option, it is because your role does not allow you to access the functionality. Please check your role for the particular Call for Tender as shown in the below screenshot.

The screenshot shows the 'View Messages' interface. At the top, there is a yellow warning banner that says 'No recipient available at the time.' Below this, the workspace details are shown, including the role 'PO/TC +PO/ESR ACCEPTED', which is highlighted with a red box. The 'Show Cft Menu' button is also visible. Below the workspace details, there are tabs for 'Inbox', 'Sent Messages', 'Draft Messages', and 'Export'. The 'Inbox' tab is selected, and the message list is empty, with a 'No results found' message at the bottom.

Figure 255: Displayed assigned role

NOTE: The Messaging functionality will become accessible to buyer users immediately after a Call for Tender is created (in draft state) and will always remain open after publishing the CfT.

NOTE: For multi-cycle Call for Tenders, all communications exchanged through the messaging functionality will be located at the same place (e.g. all communications during pre-qualification, all communications during any rounds of negotiations, etc.).

After clicking on the **“Messaging”** option, the system displays your inbox, which includes the following items:

- a. **Compose** button: Click here to create a new message
- b. **Search Message** section in order to search for a message
- c. The **“Inbox”** tab, which displays the following information for each message:
 1. **Id:** The message identifier given by the system (starts from 1 on each Call for Tender).
 2. **CfT Cycle**
 3. **Sender:** Name of the organisation sender of the message.
 4. **Recipients:** Name of the organisation receiver of the message.
 5. **Subject:** Title of message.
 6. **Sent on:** Date and time when the message was sent.
 7. **Opened on:** This field displays the date and time the recipient opened the message for the first time.
 8. **Replied on:** This field displays the date and time the message was first replied. Between brackets the system displays the number of times the particular message has been replied.
 9. **Status:** Message status, as follows:
 - I. **New:** The message has been sent but no user has accessed the particular message.
 - II. **Read:** At least 1 recipient of the message has accessed the message. In case several users have accessed it, then the number of users is displayed between brackets.
 - III. **Replied:** The message has been replied. In case the message has been replied several times, then the number of replies will be displayed between brackets.
 10. **Assigned:** Upon selection the user is prompted to select any CA user (even from other CAs) and assign them the task of responding to the specific message. This functionality is available only for PO/TC users.
 11. **Action:** Displays the available actions that can be executed in the particular message are:
 - I. **View** (view the content of a message)
 - II. **Reply** (respond to the incoming message)
 - III. **Forward** (forward the incoming message)
 - IV. **Copy** (copy the incoming message)
 - V. **Assign to user** (assign to user the task of responding to the specific message)

View Messages

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: TENDER SUBMISSION) MY CFT ROLE IS: PO/TC +PO/ESR ACCEPTED Show CFT Menu

Inbox | Sent Messages | Draft Messages | Export

Subject: From:

SEARCH

10 Results Per page | Displaying the 1 match.

Message ID	Cft Cycle	Sender	Subject	Sent	Opened	Replied	Status	Assigned	Action
147	1	Kas Sup	message example1	21/04/2023 07:58			New	No	

Figure 256: View Messaging Inbox

8.2 View a Message Received

In order to view a message, the user has either to click on the message's **“View”** link from the **“Action”** column or on the message **“Subject”** link displayed in the Messaging Inbox.

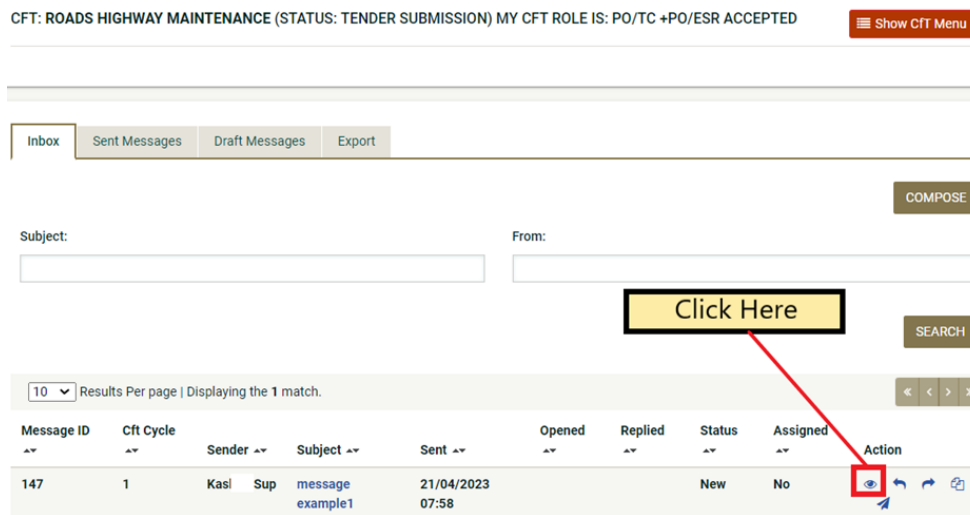


Figure 257: Opening a Message

After opening a new message, the message status is changed into **“Read”** and the particular message is loaded in a new window, which displays the following items:

- a. **View Message** section:
 1. **Cft Id**
 2. **Cft Cycle**
 3. **Message Id**: The message identifier given by the system (starts from 1 on each Call for Tender).
 4. **Sender**: Name of the organisation sender of message.
 5. **Confidential**: Yes/ no option if the message is confidential
 6. **Subject**: Title of message.
 7. **Sent**: Date and time when the message was sent.
 8. **Opened**: This field displays the date and time the recipient opened the message for the first time.
 9. **Replied**: This field displays the date and time the message was first replied. Between brackets the system displays the number of times the particular message has been replied.
 10. **Status** (see section 9 for list of statuses)
- b. **Body**: It displays the content of the message.
- c. **History** section, which displays the history of all actions performed in the message (e.g. each time a message is accessed, message replies, etc.)
- d. **Action bar**:

1. **REPLY** (reply to a message)
2. **PRINT** (download a hardcopy of all messages)
3. **FORWARD** (forward the particular message)
4. **ASSIGN TO USER** (assign the particular message to user as a task to respond)
5. **COPY** (copy the particular message)
6. **BACK** (cancel the action)

View Message

DETAILS

CFT ID	116837
CFT CYCLE	1
MESSAGE ID	147
SENDER	Kas Sup
CONFIDENTIAL	No
SUBJECT	message example1
SENT	21/04/2023 07:58
OPENED	21/04/2023 08:05
REPLIED	
STATUS	Read

BODY

Hello , I have some questions about the Cft...
...
...
...

MESSAGE HISTORY

10 Results Per page | Displaying all 2 matches. < < > >

User ^v	Action ^v	Date ^v
buykask	View	21/04/2023 08:05
kasksup	Send	21/04/2023 07:58

BACK PRINT ASSIGN TO USER COPY FORWARD REPLY

Figure 258: View Message Received

8.3 Compose and send a new Message

In order to compose a new message, the user has to click on the “**COMPOSE**” button, displayed in the Inbox page.

The system shows the Compose Message page, which includes the following items:

- a. **Message subject** (text field).
- b. **Message body** (text area).
- c. **Message attachment** (file attachment). User can attach up to 2 files to each message.



Broadcast message (Yes/ No). Please pay attention to this flag.
When is set to Yes, the system dispatches the message to all supplier users associated with a Call for Tender. Otherwise, the message is dispatched to the sender’s users associated with a Call for Tender.

- d. **Recipients** (organisation selection): available only when the “Broadcast message” option is set to No.
- e. **Action bar:**
 1. **SEND**
 2. **SAVE AS DRAFT**
 3. **BACK**

Fill in at least all mandatory fields and click on the “**SEND**” button. The system dispatches an email notification to the appropriate users, based on the settings mentioned above. The body of the message and the file attachments are not included in this email, in order to invite users to read messages online.



CREATE MESSAGE

Subject: *

Body: *

Attachment 1:

 No file selected.

Attachment 2:

 No file selected.

Confidential: *

Yes No

Broadcast: *

Yes No

Figure 259: Compose and send a new message



Sent messages are saved by the system and accessible from the “Sent messages” tab, which is accessible from the Inbox.

8.4 Reply to a message

In order to reply to a message, select the **“Reply”** button displayed in the Messaging Inbox or the **“REPLY”** button displayed in the “View Message” page.

The system shows the Reply Message page, which includes the following items:

- a. **Message subject** (text field)
- b. **Sender** (Name of the organisation that dispatched the message)
- c. **Message body** (text area)
- d. **Message received** (text area)
- e. **Message attachment** (file attachment). Up to 2 files to each message (each file with a maximum size of 250MB).
- f. **Broadcast message**
- g. **Recipients** (organisation selection). Available only when the “Broadcast message” option is set to No
- h. **Action bar:**
 1. **SEND**
 2. **SAVE AS DRAFT**
 3. **BACK**

Fill in all mandatory fields and click on the **“SEND”** button. The system dispatches an email notification to the appropriate users, based on the settings mentioned above. The body of the message and the file attachments are not included in this email, in order to invite users to read messages online.



Sent messages are saved by the system and accessible from the “Sent messages” section, which is accessible from the Inbox



Create Message

CREATE MESSAGE

Action: *

Reply

Subject: *

RE: message example1

Body: *

On 21/04/2023, KaskanSup wrote:
Hello, I have some questions ...
--

Attachment 1:

No file chosen

Attachment 2:

No file chosen

Confidential: *

Yes No

Broadcast: *

Yes No

Recipients: *

KaskanSup

↑ ↓ 🔍 📧

Figure 260: Reply to a message

8.5 View list of sent Messages

The user selects the “**Sent messages**” tab in order to view sent messages.

The system shows the Sent Message page, which includes the following items:

- a. **Compose** button: Click here to create a new message
- b. **Search Message** section in order to search for a message
- c. The “**Sent Messages**”, which displays the following information for each message:
 1. **Id**: The message identifier given by the system.
 2. **Cft Cycle**
 3. **Sender**: the name of the sender organisation of the message.
 4. **Recipients**: the name of the recipient organisation of the message.
 5. **Subject**: Title of the message.
 6. **Sent on**: Date and Time the message was sent.
 7. **Opened on**: This field displays the date and time the recipient opened the message for the first time.
 8. **Replied on**: This field displays the date and time the message was first replied. Between brackets the system displays the number of times the particular message has been replied.
 9. **Status**: (see section 9 for list of statuses).
 10. **Assigned**: Display if message is assigned to user or not.
 11. **Action**: The following actions are displayed:
 - I. **View**: Views the content of a message.
 - II. **Forward**: Forward the message to another mail
 - III. **Copy**: Copy the message.

The screenshot shows the 'Sent Messages' tab selected in a navigation bar. Below the navigation bar are search filters for 'Subject', 'To', and 'Broadcast'. A 'COMPOSE' button is visible in the top right. Below the filters is a 'SEARCH' button. A status bar indicates '10 Results Per page | Displaying the 1 match.' Below this is a table of messages with columns for Message ID, Cft Cycle, Sender, Recipients, Subject, Sent, Opened, Replied, Status, Assigned, and Action.

Message ID	Cft Cycle	Sender	Recipients	Subject	Sent	Opened	Replied	Status	Assigned	Action
148	1	Ministry of transpo...	KaskaniSup	RE: message example1	21/04/2023 08:18	21/04/2023 08:19	21/04/2023 08:19	Replied	No	

Figure 261: View list of Sent Messages

8.6 View a Sent Message

The user selects the message's **“View”** icon from the **“Action”** column in order to view a particular message.

The system displays the following data in a pop-up window:

- a. **View Message** section:
 1. **CfT Id**
 2. **CfT Cycle**
 3. **Message Id:** The message identifier given by the system (starts from 1 on each Call for Tender).
 4. **Recipients:** The recipient organisation. In case of a broadcasted message it shows the list of organisation names the Message was sent to.
 5. **Confidential:** (Yes/ No) displays whether the message is confidential or not.
 6. **Subject:** Title of message.
 7. **Sent on:** Date and time when the message was sent.
 8. **Opened on:** This field displays the date and time the recipient opened the message for the first time.
 9. **Replied on:** This field displays the date and time the message was first replied.
 10. **Status**
- b. **Body:** It displays the content of the message.
- c. **Message History** section, which displays the history of all actions performed in the message (e.g. each time a message is accessed, message replies, etc.).
- d. **Action bar:**
 1. **PRINT:** displays the message in a printable format.
 2. **COPY:** copy the particular message.
 3. **FORWARD:** forward the particular message.
 4. **BACK:** the user is redirected to the Sent Messages list.

View Message

DETAILS

CFT ID	116837
CFT CYCLE	1
MESSAGE ID	148
RECIPIENTS	Kaski Sup
CONFIDENTIAL	No
SUBJECT	RE: message example1
SENT	21/04/2023 08:18
OPENED	21/04/2023 08:19
REPLIED	21/04/2023 08:19
STATUS	Replied

BODY

On 21/04/2023, KaskaniSup wrote:
Hello , I have some questions about the CRT...
...
...
...

MESSAGE HISTORY

10 Results Per page | Displaying all 3 matches. ◀ < > ▶

User	Action	Date
kasksup	Reply	21/04/2023 08:19
kasksup	View	21/04/2023 08:19
buykask	Send	21/04/2023 08:18

BACK PRINT COPY FORWARD

Figure 262: View a Sent Message

8.7 Forward a message

The user selects the message's **"Forward"** icon from the **"Action"** column in order to forward a particular message. The **"Forward"** icon is available under **"Inbox"** and **"Sent Messages"** tab

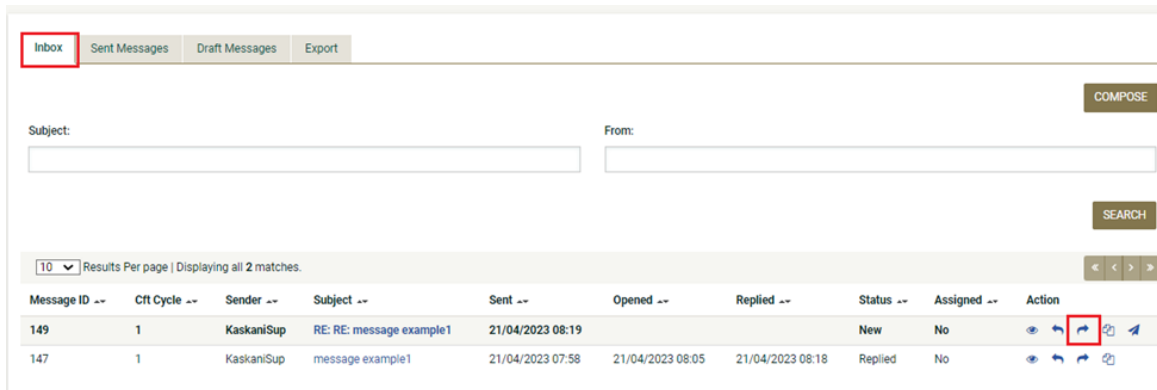


Figure 263: Forward icon in the "Inbox" and "Sent messages" tabs

The system displays the following data in a pop-up window:

- a. Forward Message section:
 1. **Subject:** Title of the message.
 2. **To:** Recipient of the message forwarded (PO/TC, PO/ESR users can provide one or multiple e-mail addresses, separated by semicolons, the recipients of the forwarded message do not have to be registered with eTenders).
 3. **Body:** Editable text area for PO/TC, PO/ESR users.
 4. **Attachment:** (file attachment) up to 2 files to each message (each file with a maximum size of 50MB).
- b. Action bar:
 1. **SEND**
 2. **BACK**



Create Message

CREATE MESSAGE

Action: *

Forward

Subject: *

FWD: RE: RE: message example1

To: *

Body: *

On 21/04/2023, KaskaniSup wrote:
On 21/04/2023, Ministry of transportation wrote:
On 21/04/2023, KaskaniSup wrote:
Hello , I have some questions about the CFT...
...
...
...

Attachment 1:

Choose File No file chosen

Attachment 2:

Choose File No file chosen

BACK SEND

Figure 264: Forward a Message

8.8 Save Message as Draft

The user needs to click on the message's **"SAVE AS DRAT"** button. The system saves the message in its current state and the user is redirected to the **"Inbox"** section.

8.9 View List of Draft Messages

The user needs to select the **"Draft messages"** tab.

The system displays the Draft messages list. For each message, the following information columns are displayed:

- a. **Compose** button: Click here to create a new message
- b. **Search Message** section in order to search for a message
- c. The **"Draft Messages"**, which displays the following information for each message:
 1. **Id**: The message identifier given by the system (starts from 1 on each Call for Tender)
 2. **CfT Cycle**
 3. **Sender**: the name of the sender organisation.
 4. **Recipients**: the name of the recipient organisation.
 5. **Subject**: Title of the message.
 6. **Action**: The following actions are available:
 - I. **Edit**: opens the message in editable mode and pre-fills all data already saved.
 - II. **Delete**: removes the message from the list of Draft Messages.

The screenshot shows the 'Draft Messages' tab selected in a navigation bar. Below the navigation bar are fields for 'Subject', 'To', and 'Broadcast', along with a 'COMPOSE' button. A 'SEARCH' button is also present. Below these fields, a table displays the list of draft messages. The table has columns for 'Message ID', 'CfT Cycle', 'Sender', 'Recipients', 'Subject', and 'Action'. The first row shows a message with ID 72, CfT Cycle 2, Sender 'Ministry of Defence', Recipients 'DEF industries AE', and Subject 'Message - Message'. The 'Action' column for this message contains two icons: a pencil (edit) and a trash can (delete), both highlighted with a red box.



Message ID	CfT Cycle	Sender	Recipients	Subject	Action
72	2	Ministry of Defence	DEF industries AE	Message - Message	 

Figure 265: View list of Draft Messages

8.10 Export messages

The user can export and download messages and the files attached to these messages by clicking on the **“Export results as CSV”** button. Under **“Export”** tab, the system will display the following search parameters:

1. **Start:** the user selects the start date and time
2. **End:** the user selects the end date and time
3. **Action bar**
 - **View** button: view the particular message.
 - **Export results as CSV** button: launch the export of messages as a zip file.

Message ID	Crt Cycle	Sender	Recipients	Subject	Sent	Opened	Replied	Status	Assigned	Action
149	1	KaskaniSup	Ministry of transpo...	RE: RE: message example1	21/04/2023 08:19	21/04/2023 08:26		Read	No	
148	1	Ministry of transpo...	KaskaniSup	RE: message example1	21/04/2023 08:18	21/04/2023 08:19	21/04/2023 08:19	Replied	No	
147	1	KaskaniSup	Ministry of transpo...	message example1	21/04/2023 07:58	21/04/2023 08:05	21/04/2023 08:18	Replied	No	

Figure 266: Export message functionality

8.11 Message Search

The user can search for particular messages by selecting the “**Search**” option.

The “**Search**” functionality is available under “**Inbox**”, “**Sent Messages**” and “**Draft Messages**” tabs.

Under the “**Inbox**” tab, the system will display the following search parameters to all users:

- a. **Subject:** The user can provide the title of the email as parameter.
- b. **From:** The user can select an organisation and the system displays the messages received from the selected organisation.

Figure 267: “Search” functionality under “Inbox” tab

Under the “**Sent Messages**” tab, the system will display the following search parameters to all users:

- a. **Subject:** The user can provide the title of the email as parameter.
- b. **To:** The user can select an organisation from the drop-down list and the system displays the messages sent to the selected organisation.
- c. **Broadcast:** Yes/No selection that displays the messages broadcasted to all suppliers.

Figure 268: “Search” functionality under “Sent messages” tab

Under the “**Draft Messages**” tab, the system will display the following search parameters to all users:

- d. **Subject:** The user can provide the title of the email as parameter.
- e. **To:** The user can select an organisation from the drop-down list and the system returns the messages sent to the selected organisation.
- f. **Broadcast:** Yes/No selection that returns the messages broadcasted to all suppliers.

Figure 269: “Search” functionality under “Draft messages” tab

The user will have to define the search parameters described above and click on the “**SEARCH**” button.

The system displays the list of messages matching the selected parameters. For each message the following items are displayed:

- a. **Id:** The message identifier given by the system (starts from 1 on each Call for Tender).
- b. **CfT Cycle:** the stage of the CfT.
- c. **Sender:** Name of the organisation which sends of message.
- d. **Recipients:** Name of the organisation which receives of message.
- e. **Subject:** Title of message.
- f. **Action:** available actions for the user.

Message ID	CfT Cycle	Sender	Subject	Sent	Opened	Replied	Status	Assigned	Action
149	1	Kas Sup	RE: RE: message example1	21/04/2023 08:19	21/04/2023 08:26		Read	No	
147	1	Kas Sup	message example1	21/04/2023 07:58	21/04/2023 08:05	21/04/2023 08:18	Replied	No	

Figure 270: Message Search results

9 Tenders Opening

The opening ceremony is usually performed by 2 PO/OS (four-eyes principle), but the POTC can define at CfT level to allow 1 PO/OS only, thus allowing 1 single user to run a procurement from start to end. In that case, the system requires the involvement of a single procurement officer associated as Opening Staff (PO/OS) who will submit the final list of tender to be opened and evaluated.

The system also provides the functionality to the PO/OS user to insert the details of any offer received offline.

9.1 Opening of the offers by the PO/OS user

Following their successful authentication, the PO/OS user proceeds to the unlocking of the tenders by selecting the relevant task in their user homepage.

Task List

10 Results Per page | Displaying: 1-10 | 36 results in total. < < Page 1 > >

Title --	ID --	Task --	Status --	Cycle --	Deadline --	Estimated Value --	Assigner --
Roads highway maintenance	116837	Unlock Tenders	Awaiting Tender Opening	1	No deadline is associated with this task		

Figure 271: Unlock Tenders Tasks

The system presents to the user a list with all submitted tenders. For each submitted tender, the system performs the following checks:

- **Antivirus Check Results.** The system checks whether the submitted tender is infected by a virus.
- **D/P Match results.** The system checks whether the uploaded Digital signature matches the uploaded tender package.
- **T/P Received on time.** The system checks whether the tender is received on time.

ENVELOPE

TENDER CLOSING DEADLINE:	28/04/2023 00:00:00
TENDERS RECEIVED:	1
PO/OS USERS APPROVED THE SUBMITTED LIST OF TENDERS:	0 out of 1
SUBMITTED LIST OF TENDERS APPROVED BY:	
SUBMITTED LIST OF TENDERS PENDING APPROVAL BY:	konstantina kas

List of Tenders

<input type="checkbox"/>	Economic Operator Name	T/P receipt ID	T/P submission time	Conformance Checks
<input type="checkbox"/>	Kas Sup	000002706	21/04/2023 08:36:09	✔

UPDATE LIST WITH TENDERS RECEIVED OFFLINE **SUBMIT LIST OF TENDERS**

✔ Pass | ⚠ Not Pass | ⌚ Timestamping failed.

Figure 272: List of tenders

The following symbols are displayed, in each of the columns presented in the above table:

- ✔ Pass
- ⚠ Not Pass
- ⌚ Time stamping has failed

At this stage, the user can also include information regarding any tender received offline, by selecting the **“UPDATE LIST WITH TENDERS RECEIVED OFFLINE”** button.

In order to complete the unlocking task, the user selects each tender to unlock through selecting the appropriate tick boxes. In order to submit their selection to the system, the user needs to select the button **“SUBMIT LIST OF TENDER”** button. Following that, the system presents the user with the list of the tenders to be opened.

ENVELOPE

TENDER CLOSING DEADLINE:	28/04/2023 00:00:00
TENDERS RECEIVED:	1
PO/OS USERS APPROVED THE SUBMITTED LIST OF TENDERS:	0 out of 1
SUBMITTED LIST OF TENDERS APPROVED BY:	
SUBMITTED LIST OF TENDERS PENDING APPROVAL BY:	konstantina kas

List of Tenders

<input type="checkbox"/>	Economic Operator Name	T/P receipt ID	T/P submission time	Conformance Checks
<input checked="" type="checkbox"/>	Kas Sup	000002706	21/04/2023 08:36:09	✔

UPDATE LIST WITH TENDERS RECEIVED OFFLINE **SUBMIT LIST OF TENDERS** **Click Here**

✔ Pass | ⚠ Not Pass | ⌚ Timestamping failed.

Figure 273: List of tenders to be submitted

In case there is a tender submitted by a company whose registration is pending for approval by the SA, the PO/OS user is unable to unlock the tender (and should proceed to contact the system Administrator for approving that company). The message as depicted in the screenshot below is presented to the PO/OS user. Once the organisation registration is approved, the tender is eligible for unlocking.



Figure 274: Message about pending, de-activated and rejected EOs during unlocking

While the tenders opening is in process, the message below is displayed on screen.

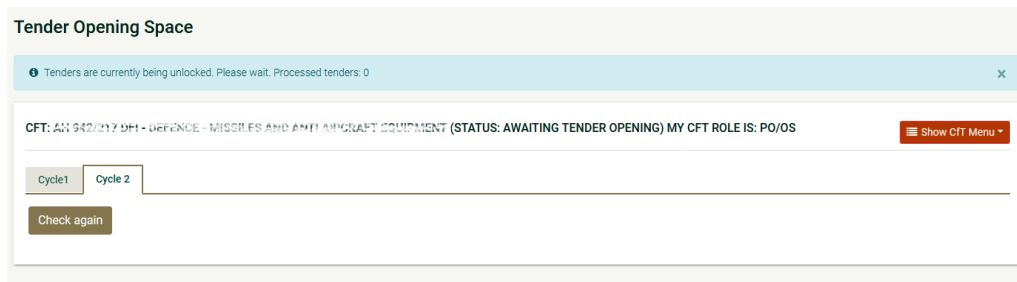


Figure 275: Message on Screen about Tenders being opened

Once the unlocking process is performed, then the system displays all the unlocked tenders.

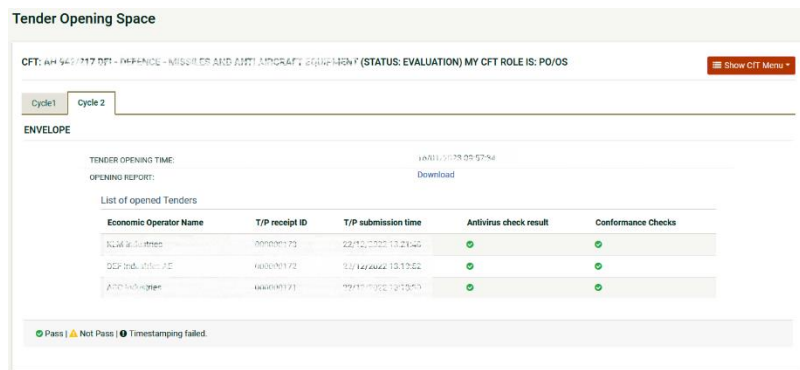


Figure 276: List of opened tenders

9.2 Update list with tenders received offline

The “**Update list with Tenders received offline**” button directs the user to provide information regarding tenders received offline. The following information fields are required:

- Companies who submitted a tender (mandatory). The Companies should exist in the system and can be searched for by using the magnifying glass icon.

CFT: DY 532/1103 TEST - ROADS AND RIVERS - HIGHWAY
MAINTENANCE (STATUS: AWAITING TENDER OPENING) MY CFT
 ROLE IS: PO/OS Show CFT Menu ▾

Offline Tenders Details

Economic Operator Name *

 Q

Company's Representative

Tender Name *

Supporting document

Browse... No file selected.

Submission Date 📅 **Submission Time**

Pricing Information

+

SAVE CANCEL

Figure 277: Introduction of an offline tender response

Country

Greece ▾

SEARCH CLOSE

Selection of Economic Operator

10 Results Per page | Displaying all 3 matches.

#	Organisation Name	Reg. Country	Country
<input type="radio"/>	AHS Industries		Greece
<input type="radio"/>	CEC Industries AS		Greece
<input type="radio"/>	XXJ Industries		Greece

SELECT

Figure 278: Search for EO to introduce offline tender for

- Company's Representative
- Name of the tender (mandatory)
- Supporting document
- Date the supplier's tender was received on (dates are selected by using the "📅" icon)
- Time the supplier's tender was received on
- Pricing information.

Selecting the "➕" button supports the introduction of additional offline tenders.

Figure 279: Offline Tender Details

The introduced offline tenders are included in the list with tenders received online. T/P (Tender Package) receipt ID column states "**Offline Submission**" for any offline tender.

Cycle 1

ENVELOPE

TENDER CLOSING DEADLINE: 25/07/2023 00:00:00

TENDERS RECEIVED: 2

PO/OS USERS APPROVED THE SUBMITTED LIST OF TENDERS: 0 out of 2

SUBMITTED LIST OF TENDERS APPROVED BY: George Miroslav Ene Klotaru

SUBMITTED LIST OF TENDERS PENDING APPROVAL BY:

List of Tenders

<input type="checkbox"/>	Economic Operator Name	T/P receipt ID	T/P submission time	Conformance Checks
<input type="checkbox"/>	ANCO WILSON T&S	000000252	20/05/2023 11:17:45	🟢
<input type="checkbox"/>	YSLA P&S-ETHAN	000000253 (Offline Submission)		

UPDATE LIST WITH TENDERS RECEIVED OFFLINE SUBMIT LIST OF TENDERS

Figure 280: Online and Offline Tender to be Submitted for Opening

10 Accept Code of Conduct / No-Conflict of Interest

Once the PO/TC associated to a Cft selects to associate evaluators, the Evaluator role (ES/ ESR) is not automatically assigned to them. All evaluators must first accept the **code of Conduct**, then they remain “**Candidate Evaluator**” till the moment they have declared **no-conflict of interest**.

As soon as a Cft Evaluator user is selected by the PO/TC, the system adds a new task in the Candidate Evaluators Homepage Task List prompting them to accept the Code of Conduct (pre-tender).

Cft Title ▲▼	Cft ID ▲▼	Task ▲▼	Status ▲▼	Cycle ▲▼	Deadline ▲▼	Estimated Value ▲▼	Assigner ▲▼
Test DPS Contract	30050	Accept code of conduct	Draft	1	No deadline is associated with this task	6,000,000	

Figure 281: Candidate Evaluator Homepage Task List – Accept Code of Conduct

Only, if this statement has been responded to confirming that there is no conflict of interest, the system grants access to the tender responses to be evaluated. From that point on, the user is an official evaluator (PO/ES or PO/ESR), and is listed as such in the list of “**Associated Officers**” for that Call for Tender.

"Accept code of Conduct" task and actions can only be completed once by the Candidate Evaluator, and cannot be modified after their responses (Yes/ No) have been provided.

On the occasion of a mistake by the Candidate Evaluator, the PO/ TC will have to manually remove that user, and associate them again.

10.1 Accept Code of Conduct functionality

Once a Candidate Evaluator user clicks on the "Accept Code of Conduct" task, they are redirected to a new page where they are in a position to confirm their decision as follows:

- Text area for the user to provide comments, if any
- Option Yes/ No to confirm whether they accept, or reject their association as evaluators to that Cft, and the "SAVE" button to submit their response

Figure 282: Accept Code of Conduct

In case the suggested evaluator accepts the Code of Conduct, the system notifies by email the related PO/TC. A warning is displayed in the Associated Officers page for that user until the statement of no accept of conduct has been confirmed; until then that user will remain a "Candidate Evaluator".

First Name	Last Name	Role	Status	Actions
Stavros	Antoniou	PO/TC + PO/OS	✔	Disassociate
Giorgos	Vlachos	PO/ESR Candidate	⚠	Disassociate Replace Evaluator

Figure 283: Code of Conduct Assigned

The status of your candidacy as evaluator in CFT '30050' has been changed to: Accepted

Figure 284: Code of Conduct Accepted

In case the suggested evaluator rejects the code of conduct, role “Candidate Evaluator” is not automatically removed for their account, but a notification is sent to the POTC instead and it is to their discretion to assess the response, and manually disassociate that “Candidate Evaluator”.

In such cases, a red warning is displayed in the Associated Officers page for that user, and they will not be assigned with the receipt of the “Evaluator” role, thus will not be in a position to evaluate tenders.

CFT: TEST DPS CONTRACT (STATUS: DRAFT) MY CFT ROLE IS: PO/TC +PO/OS Show CFT Menu

10 Results Per page | Displaying all 3 matches.

First Name	Last Name	Role	Status	Actions
Stavros	Antoniou	PO/TC + PO/OS	✔	Disassociate
Giorgos	Vlachos	PO/ESR Accepted	⚠	Disassociate Replace Evaluator
Eva	Ntinou	PO/ESR Rejected	✖	Disassociate Replace Evaluator

ADD PO/ES GROUP ADD PO/ES USERS ADD PO/ESR USERS ADD PO/OS USERS ADD PO/TC USERS

Figure 285: Rejected code of conduct

10.2 Declare no-conflict of Interest

After the tenders opening has been finalised (list of participating suppliers is available to view), “Candidate Evaluators” (candidate PO/ES & PO/ESR users who have already confirmed their agreement to the Code of Conduct) will need to fulfil the task to **check conflict of interest**.

Candidate Evaluators are directed to a page where they can see the list of the suppliers who have submitted tenders and then to declare their standing through options Yes/ No, provide comments if any, and click on the “**SAVE**” button.

Through clicking on the “**View tenders**” link, the system displays the details of the submitted tenders.

NOTE: In case of conflict of interest acceptance, a red warning is displayed in the Associated Officers page for that user, and they will not be assigned with the receive the “Evaluator” role, thus will not be in a position to evaluate tenders

11 Release of Envelopes

When setting up the tender structure for an opportunity, the PO/ TC specifies the volume of evaluation contents the PO/ ES will have access to.

- **Full access** allows the full content (all sections and envelopes) for the current evaluation cycle to be released to the PO/ ES users at once for evaluation.
- **Incremental access** on the other hand, allows the release to the PO/ ESR of the evaluation contents on a section-by-section basis. The release function addresses the top-level sections of the Eligibility (Commercial) & Technical envelopes, and not the subsections as well.

To initiate the release, the PO/ESR clicks on the “Release Envelopes” task in their Homepage Task List.

Task List

10 Results Per page | Displaying: 1-10 | 35 results in total. Page 1

Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
Roads highway maintenance	116837	Release Envelopes	Evaluation	1	No deadline is associated with this task		

Figure 286: Release Envelopes Task

The PO/ ESR next releases particular envelope(s) through selecting those (e.g. ticking the relevant box) and clicking on the “**RELEASE TO PO/ES**” button. The PO/ESR will be also able to view the responses by the suppliers in that page.

CFP: AN 449/21/021 - DÚDÁIL - MÍSHÉIS AND ANTI-CORRUPTION EQUIPMENT (STATUS: EVALUATION) MY CPT ROLE IS: PO/TC+PO/ESR

Cycle 1 Cycle 2

Note: All received tenders have been opened.

Note: List of opened Tenders

4146161600025
Tender Package receipt id: 000000175
T/P Time: 2024/05/25 14:21:46 Conformance Checks: ✔

Envelope Status: Technical Financial

4146161600026
Tender Package receipt id: 000000172
T/P Time: 2024/05/25 14:20:24 Conformance Checks: ✔

Envelope Status: Technical Financial

4146161600027
Tender Package receipt id: 000000171
T/P Time: 2024/05/25 14:19:40 Conformance Checks: ✔

Envelope Status: Technical Financial

RELEASE TO PO/ESR RELEASE TO PO/ES

Figure 287: Eligibility (Commercial) Envelope for Release in case of lots

The PO/ ESR next releases particular envelope(s) including particular lots through selecting those (e.g. selecting the lots and ticking the relevant box) and clicking on the **“RELEASE TO PO/ES”** button. This action applies to both **“Technical”** and **“Financial”** envelopes. The PO/ESR will be also able to view the responses by the suppliers in that page.

In case the PO/ ESR user selects to release the envelopes only to the associated PO/ESR users (e.g. clicking on the **“RELEASE TO PO/ESR”** button) then, only the PO/ ESR users will have access to the tender responses of the particular envelope.

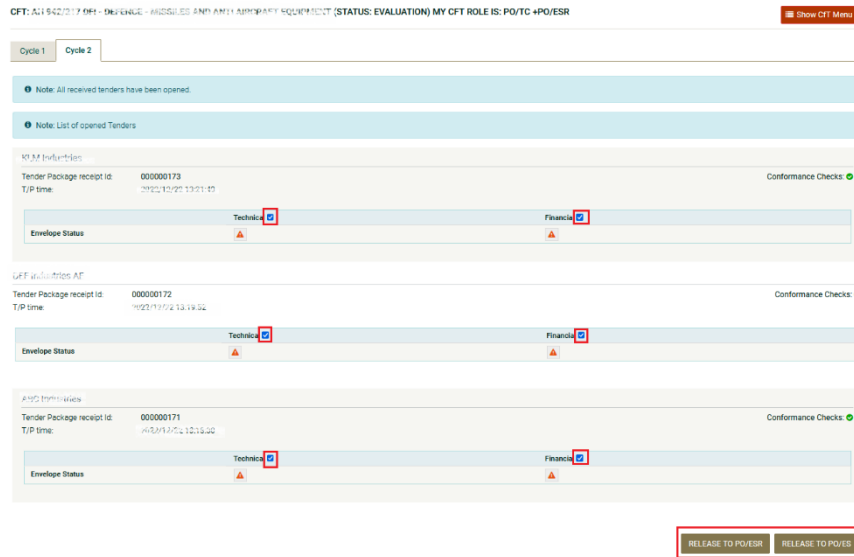


Figure 288: Financial Envelope for Release

Following the release by the PO/ ESR, the associated PO/ ES users may access the released content in their evaluation pages and proceed with their tasks.

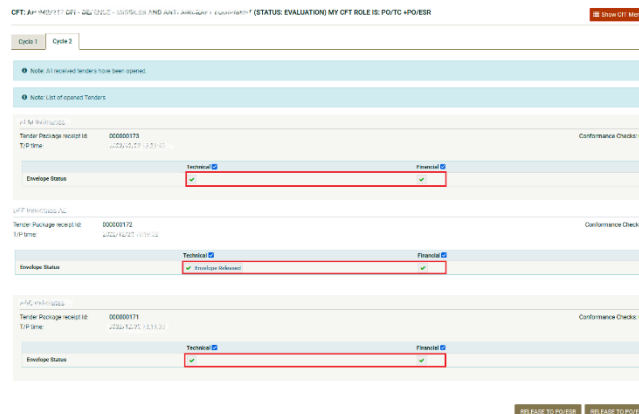


Figure 289: Eligibility (Commercial) Envelope Released successfully



The PO/ESR may release content for evaluation at any time regardless of the status of evaluation for content released before.

Conditions for Evaluation

- The consensus score may be provided only after all top-level sections have been released, and evaluations have been finalised.
- Discarding a particular evaluation will be available only after all top-level sections have been released.
- Request by the PO/ ESR for re-evaluation for a specific tender response will be available only after all top-level sections have been released, at least one envelope evaluation has been saved as final and none is stated as draft.
- In case a full evaluation cycle is rejected (Reject and request re-evaluation - resets the Call for Tender back to the opening ceremony), the PO/ ESR will follow again the incremental section release process.

12 Evaluation of tenders

After the successful releasing of the envelopes, the “**Evaluate Tenders**” task is displayed on the user’s home page:

The screenshot shows the 'Task List' section of the eTenders system. At the top, there is a navigation bar with the system name and user information. Below this, a breadcrumb trail shows the current location: CFT Creation > CFT Management > CA administration > Coll. of Requirements > Preliminary market consultations. The main content area displays a table of tasks. The first task is 'Roads highway maintenance' with ID 116837. The 'Task' column for this entry is 'Evaluate Tenders', which is highlighted with a red rectangular box. Other columns include 'Status' (Evaluation), 'Cycle' (1), and 'Deadline' (No deadline is associated with this task). The table also shows 'Estimated Value' and 'Assigner' columns, which are currently empty for this task. A pagination bar at the top of the table indicates '10 Results Per page | Displaying: 1-10 | 35 results in total.' and shows 'Page 1' of the results.

Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
Roads highway maintenance	116837	Evaluate Tenders	Evaluation	1	No deadline is associated with this task		

Figure 290: Evaluate tenders task

The “**Evaluate Tender**” link directs the user to the main evaluation page. In this page, all released sections of the tenders are visible (e.g. Eligibility Criteria).

The system displays the detailed information regarding the evaluation procedure and the submitted tenders, including the following information:

- The name of the Economic Operator Organisation.
- The receipt ID of the tender package.
- The time which the tender package is received.
- A check whether the tender package conforms to the required structure.
- The status of the tender’s evaluation.

The status of the evaluation can be:

- **Not evaluated.** No evaluation of the tender exists.
- **Draft.** The tender has been evaluated and saved as a draft. Further modification is allowed.
- **Final.** The tender has been evaluated and saved as final. Further modification is not allowed.
- **Finalised.** The tender has been evaluated and saved as final. Moreover, the PO/ESR user has approved all evaluations of the associated PO/ES users.

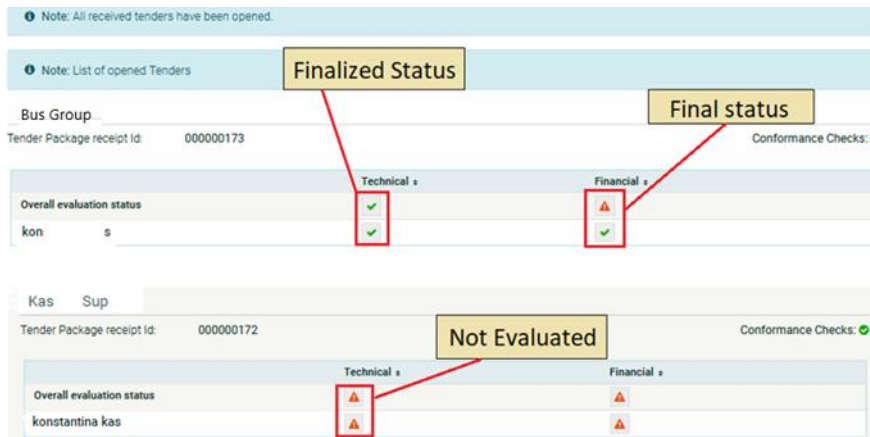


Figure 291: Evaluation process statuses

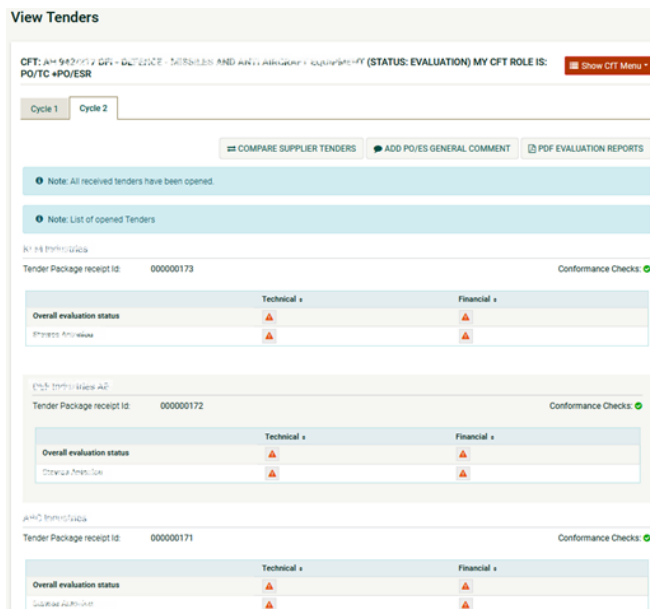











Figure 292: Main evaluation page in case of lots

The following symbols are employed during the evaluation procedure:

-  Criterion / section / overall tender has pass the specified threshold(s)
-  Criterion / section / overall tender has failed the specified threshold(s)
-  Download tender package
-  The criterion / section is infected with a virus
-  Attention flag (not raised)
-  Attention flag (raised)
-  Justification of awarding (button)
-  The criterion has been specified as supplier read only
-  Textual evaluation will be used for this criterion

12.1 Evaluation of eligibility criteria

In order to proceed to the evaluation of the eligibility criteria the user should select the link provided in the status column for a given EO (e.g. **Not Evaluated**).

The user is then redirected to the evaluation page. In this page the system displays the tender structure for the eligibility criteria. Furthermore, the supplier's answers to each criterion are also provided. The page contains the following columns:

- **EO value.** The supplier's provided value for each criterion.
- **R.** References to files uploaded.
- **Sc.** An area for the evaluator to provide his score. The provided score should be within the range of the related score type.
- **Thr.** The threshold set for the criterion.
- **P.** A check if the criterion passes or fails (i.e. if the awarded score is greater than the threshold).
- **W.** The weight of the criterion (or section).
- **AF.** The attention flag. Selecting the attention flag turn it on (selecting a turned flag will turn it off).
- **PO/ES value.** Allows the POES user to update the value provided by the supplier.
- **ASc.** The automated score. This is automatically filled by the system when an evaluation formula has been specified during the creation of the tender structure.
- **WSc.** The weighted score of the criterion.

When the evaluator provides a score to a criterion which is above threshold, the change in the pass/fail image is dynamic/instant. This does not apply in the section/subsection case, where the pass/fail image for section/subsections changes upon saving as Draft or Final.

All criteria which have an associated evaluation formula are automatically evaluated.

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR Show CFT Menu

Eligibility Criteria

ECONOMIC OPERATOR ORGANISATIONS Kas Sup

T/P RECEIPT ID 00000258


Economic Operator value	R	PO/ES value	ASc	Sc	Th.	P	W	WSc
Exclusion Criteria								
A. Grounds relating to criminal convictions								
B. Grounds relating to the payment of taxes or social security contributions								
C. Grounds relating to insolvency, conflicts of interests or professional misconduct								
D. Purely national exclusion grounds								
Purely national exclusion grounds Other exclusion grounds that may be foreseen in the national legislation of the contracting authority's or contracting entity's Member State. Has the economic operator breached its obligations relating to the purely national grounds of exclusion, which are specified in the relevant notice or in the procurement documents?								
Your answer?						Pass	100%	✓
Is this information available electronically?								
No								
URL								
Reference/Code								
Issuer								
Overall						✓		

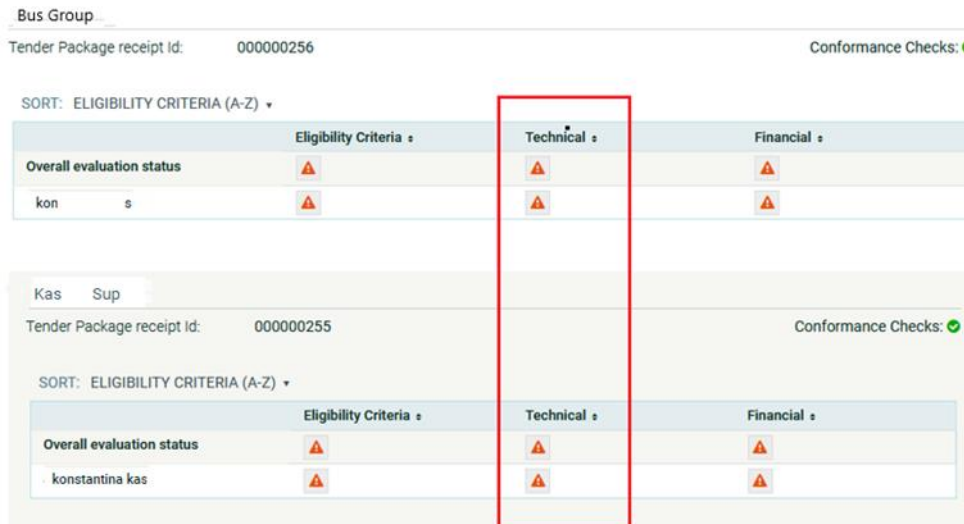
CONTINUE TO >> SAVE AS DRAFT SAVE AS FINAL

Figure 293: Evaluation of eligibility criteria for given EO (ESPD form)

The user should evaluate all criteria. The check symbol changes into “ ✓ ” if the value is greater than the specified threshold. The overall status of the tender will be considered as failed in case there is at least one criterion which fails to pass the threshold.

12.2 Evaluation of technical envelope

In order to proceed to the evaluation of the technical envelope, the user should select the “Not Evaluated”  link provided in the status column of the tender.



The screenshot displays two tender evaluation screens. The top screen is for Tender Package receipt Id: 000000256 and the bottom for 000000255. Both screens show a table with columns for Eligibility Criteria, Technical, and Financial. The 'Technical' column contains a warning icon (triangle with exclamation mark) which is highlighted by a red box. The overall evaluation status is 'Not Evaluated'.

Figure 294: “Not evaluated” link in Technical envelope

The evaluation of the technical envelope follows the same principle with the evaluation of the eligibility criteria. During the evaluation of this envelope the following information is provided:

- **EO value.** The supplier’s provided value for each criterion.
- **R.** References to files uploaded.
- **Sc.** An area for the evaluator to provide his score. The provided score should be within the range of the related score type.
- **Thr.** The threshold set for the criterion.
- **P.** A check if the criterion passes or fails (i.e. if the awarded score is greater than the threshold).
- **W.** The weight of the criterion (or section).
- **AF.** The attention flag. Selecting the attention flag turn it on (selecting a turned flag will turn it off).
- **POES value.** Allows the POES user to update the value provided by the supplier.
- **ASc.** The automated score. This is automatically filled by the system when an evaluation formula has been specified during the creation of the tender structure.
- **WSc.** The weighted score of the criterion.



In order for a supplier to be successful in a section/subsection, the sum of weighted scores of the section/subsection's criteria must be equal of greater than the section/ subsection's threshold.

When an evaluator provides a score to a criterion which is above threshold, the change in the pass/fail image is dynamic/instant. This does not apply in the section/subsection case, where the pass/fail image for section/subsections changes upon saving as Draft or Final.

Finalise Technical Criteria Evaluation

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR Show CFT Menu

ECONOMIC OPERATOR ORGANISATIONS **Kask** **Sup**
T/P RECEIPT ID 000000172


Technical

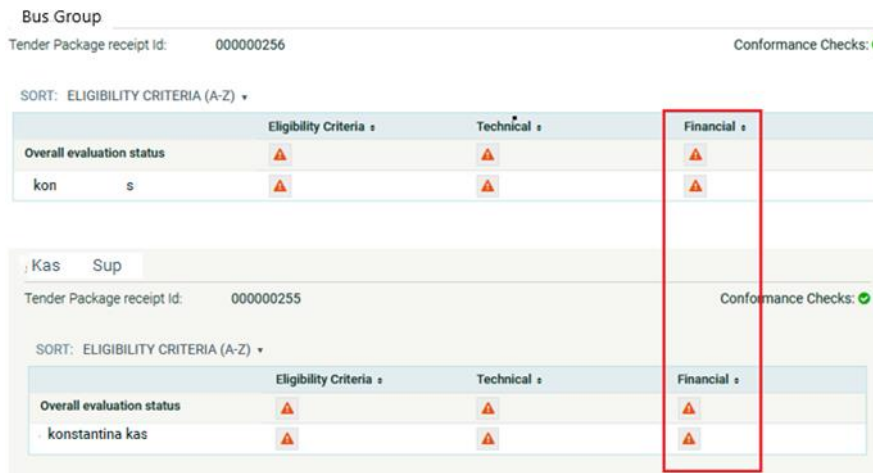
Economic Operator value	konstantina kas ou Not Evaluated	CSc	W	WSc	ASc	Thr	P
▼ Technical Test Section							
			50%	0.00%	0.00%	20%	
▼ Criteria Test							
			100%	0.00%	0.00%	20%	
Criteria Test							
Example	<input type="text" value="90"/>		100%			50%	
▼ Technical Test Section 2							
			50%	0.00%	0.00%	30%	
▼ Criteria Test							
Example	<input type="text" value="70"/>		100%			20%	
Overall			70%	0.00%	0.00%		


CONTINUE TO SAVE AS DRAFT

Figure 295: Evaluation of technical envelope










12.3 Evaluation of financial envelope


In order to proceed with the evaluation of the technical envelope, the user should select the **“Not Evaluated”**  link provided in the status column of the tender.



Bus Group
Tender Package receipt Id: 000000256 Conformance Checks: 

SORT: ELIGIBILITY CRITERIA (A-Z) ▾

	Eligibility Criteria 	Technical 	Financial 
Overall evaluation status			
kon s			

Kas Sup
Tender Package receipt Id: 000000255 Conformance Checks: 

SORT: ELIGIBILITY CRITERIA (A-Z) ▾










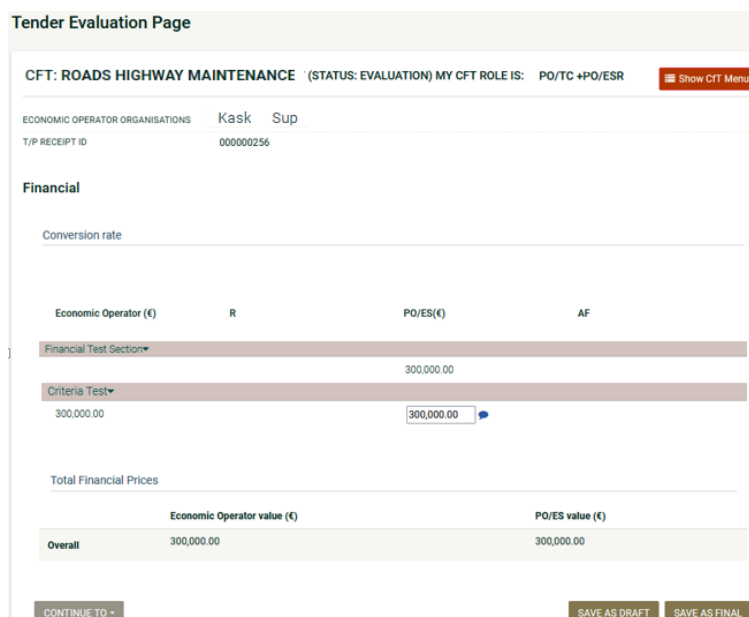
	Eligibility Criteria 	Technical 	Financial 
Overall evaluation status			
konstantina kas			

Figure 296: “Not evaluated” link in financial envelope


The system displays the following information for each financial criteria:

- **EO Present Value**
- **PO/ES Value**
- **PO/ES Present Value**

The PO/ES has the ability to overwrite the economic value provided by the Economic Operator.




Tender Evaluation Page

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR 

ECONOMIC OPERATOR ORGANISATIONS Kask Sup
T/P RECEIPT ID 000000256

Financial

Conversion rate

Economic Operator (€)	R	PO/ES(€)	AF
Financial Test Section			
		300,000.00	
Criteria Test			
300,000.00		<input type="text" value="300,000.00"/>	

Total Financial Prices

	Economic Operator value (€)	PO/ES value (€)
Overall	300,000.00	300,000.00




  

Figure 297: Evaluation of the financial envelope


12.4 Saving the evaluation

The following buttons are displayed in the evaluation page and provide all the functionality for saving the evaluation process:

- **CONTINUE TO -** Navigate to the next or previous evaluation page.
Important Note: any unsaved changes will be lost.
- **SAVE AS DRAFT** Saves the evaluation as a draft. Further updates are allowed.
- **SAVE AS FINAL** Saves the evaluation as final. No further updates are allowed.
Important Note: A tender with not completed evaluation will be considered as failed.

12.5 Justifications

Justification functionality will allow to change the EO value. When clicking on the

Justification “  ” icon the system will display:

- **Justification text area:** A text area is provided for the PO/ES to insert their justification. Justification will be mandatory.
- **Update EO value section:** The PO/ES user shall be in position to update the value provided by the supplier in this section of the pop-up.


Provide your justification

Justification: Maximum characters: 2000.

Figure 298: Provision of justification for a list criterion

- **SAVE button:** The PO/ES will be able to save the justification which will be automatically included in the “Online Evaluation” page
- **CANCEL button:** The PO/ES will be able to close the justification pop-up window without saving any information.

12.6 Evaluation of Supplier read only criteria

Supplier read-only criteria are identified by the “” symbol. In order to evaluate these types of criteria the user should:

1. Provide the awarded score.
2. Provide a justification for the awarded score.

12.7 Textual evaluation



The Criteria which require a textual evaluation are identified by the “” icon. For these criteria the PO/ES user will only provide a textual description of his evaluation and no scoring (the scoring field is disabled). In order to provide the textual description the users should select the “” justification button. An example is provided below



Figure 299: PO/ES provides textual evaluation for a criterion

The associated PO/ESR user can then review the textual evaluations of all PO/ES users and will provide his final scoring.

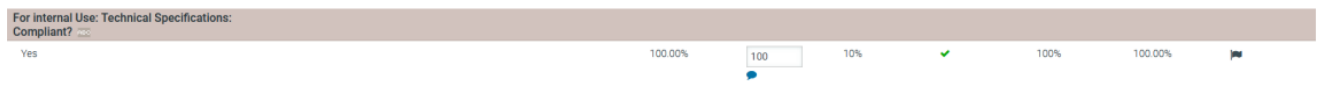


Figure 300: PO/ESR provides textual evaluation for a criterion

12.8 Upload PO/ES general comments

Each PO/ESR user can upload a document containing comments about the evaluation. The user selects the **“ADD PO/ES GENERAL COMMENT”** button in the main evaluation page and then selects the file to upload in the system.

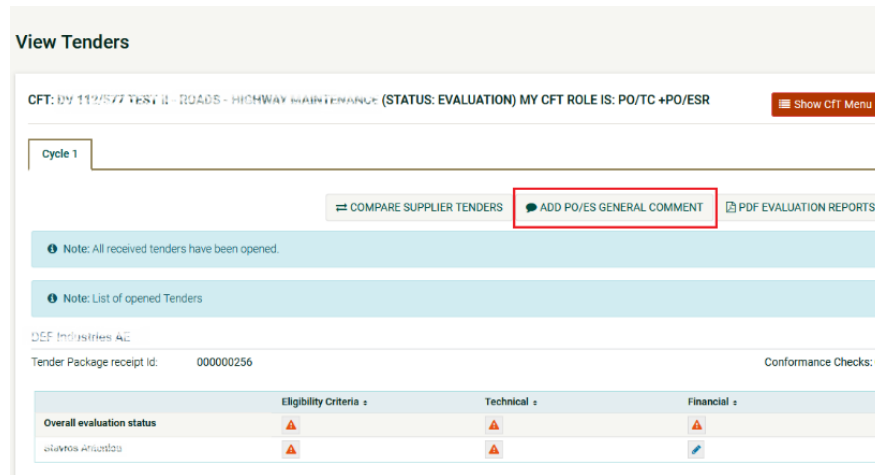



Figure 301: “Add PO/ES general comment” button

User should click on the “Browse” button in order to locate the respective file to upload and finally on the “UPLOAD” button.



Figure 302: Add PO/ES comments

12.9 Modify supplier's answer




PO/ES users can modify the suppliers answer through clicking on the “” justification button next to the criterion.

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR Show CFT Menu

ECONOMIC OPERATOR ORGANISATIONS Kask Sup

T/P RECEIPT ID 000000256

Technical

Economic Operator value	R	PO/ES value	ASc	Sc	Thr.	P	AF
Technical Test Section							
Criteria Test							
test				<input type="text"/>	20%		
Overall							

CONTINUE TO SAVE AS DRAFT SAVE AS FINAL

Figure 303: Modification of the supplier's answer

In the figure below, the user can preview all the details of the criterion. The user can also insert a new value for each score in the “**Criterion Value(s)**” box. Clicking on the “**SAVE**” button will save the change while the “**UNDO**” button closes the window.

Criteria Test

Criterion parameters

Type: text

Size: 50

Evaluation parameters

Threshold: 20.00%

Criterion Value(s)

UNDO SAVE CLOSE

Figure 304: Modification of supplier's answer

After saving, the system performs all the necessary updates to the overall evaluation. The modified value will appear in the column PO/ES value. Any automated scoring will be recalculated based on the new modified value.

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR Show CFT Menu

ECONOMIC OPERATOR ORGANISATIONS: Kask Sup
T/P RECEIPT ID: 00000256

Technical

Economic Operator value	R	PO/ES value	ASc	Sc	Thr.	P	AF
Technical Test Section							
Criteria Test							
test		This is the new answer of the supplier		<input type="text"/>	20%	●	
Overall							
●							

CONTINUE TO SAVE AS DRAFT SAVE AS FINAL

Figure 305: Supplier's answer has been modified

12.10 Overall evaluation status

The associated PO/ESR will need to approve the evaluations of all PO/ES users. In order to perform this action, User should select the “not evaluated” status under the header of “Overall evaluation status”.

	Eligibility Criteria	Technical	Financial
Overall evaluation status	⚠	⚠	⚠
konstantina kas	⚠	⚠	⚠

Figure 306: Overall evaluation status

The system displays a page including the full details of the evaluation scores from all associated PO/ES users. The following options are provided:

1. **DISCARD EVALUATION.** The evaluation of the selected PO/ES user will change to “**Not Evaluated**” status.
2. **RE-EVALUATE TENDER.** The evaluation of the selected PO/ES user will change to “**Draft**” status.
3. **SAVE AS DRAFT.** The consensus evaluation will be saved as draft.
4. **FINALISE THE EVALUATION.** The overall evaluation will change to “**Finalised**” status. No further changes will be permitted.

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR Show CFT Menu

ECONOMIC OPERATOR ORGANISATIONS Kas iSup
T/P RECEIPT ID 000002706

Technical

Economic Operator value konstantina kas Final CSc ASc Thr P

tech

Overall ✓

CONTINUE TO - DISCARD EVALUATION RE-EVALUATE TENDER SAVE AS DRAFT **FINALISE THE EVALUATION**

Figure 307: Finalization of the evaluation

12.11 Consensus scoring

Consensus scoring can be only provided manually by the associated PO/ESR user towards the finalisation of the evaluation. In such case, the user should:

1. Access the evaluation finalisation page.
2. Provide the consensus scoring in the available boxes in the “CSc” column.
3. Select the **“Finalise the Evaluation”** button to finalise the evaluation.

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC+PO/ESR Show CFT Menu

ECONOMIC OPERATOR ORGANISATIONS Kas Sup
T/P RECEIPT ID 000002706

Technical

Economic Operator value	<input type="checkbox"/> konstantina kas Final	CSc	ASc	Thr	P
▼ tech					
			90.00%		
text					
text 1	90.00%	<input type="text"/>	90.00%	10%	✓
Overall					✓

Score from Evaluator

Consensus score

CONTINUE TO - DISCARD EVALUATION RE-EVALUATE TENDER SAVE AS DRAFT FINALISE THE EVALUATION

Figure 308: Provide Consensus scoring

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC+PO/ESR Show CFT Menu

ECONOMIC OPERATOR ORGANISATIONS Kas Sup
T/P RECEIPT ID 000002706

Technical

Economic Operator value	<input type="checkbox"/> konstantina kas Final	CSc	ASc	Thr	P
▼ tech					
			90.00%		
text					
text 1	90.00%	<input type="text" value="70"/>	90.00%	10%	✓
Overall					✓

CONTINUE TO - DISCARD EVALUATION RE-EVALUATE TENDER SAVE AS DRAFT FINALISE THE EVALUATION

Figure 309: Finalise consensus scoring by PO/ESR

The PO/ESR may provide, in addition to the consensus score, two textual justifications (e.g. “Consensus Justification” or “Meeting Comments”) for each consensus score to support comments provided at the time of introducing the consensus score, before the generation of the Evaluation Report.

CRITERION SCORE JUSTIFICATIONS

1. SUPPLIER RESPONSE:

Criteria Test

2. CONSENSUS NOTES:

Introduce Consensus score below	Provide Consensus Justification below	Meeting Comments

[SAVE AS DRAFT](#) [BACK](#)

3. EVALUATORS NOTES:

Evaluator	Score	Score Justification
Stavros Athanasiou	80	N/A
George Vlachos	50	N/A

Figure 310: Consensus justification & Consensus meeting comments

The Evaluation Report includes both of those justifications under columns “Consensus justification” and “Consensus meeting comments”.

12.12 Supplier's ranking

After the finalization of the overall status of all submitted tenders, all suppliers will be automatically ranked based on the scoring of their tenders. The automated ranking lists all suppliers who have submitted a tender along with their T/P receipt ID, their score and check whether their tender has passed or failed the evaluation (Icons “✔” and “✘”).

PO/TC User can access the “Ranking” page through either selecting the pending “Generate evaluation report” task on the PO/TC list of tasks or through clicking on the “Ranking” option in the “Show CfT menu” list.

Rank	Economic Operator Organisations	T/P receipt ID	Score/Price	Score Breakdown	Pass/Fail
1	Kas Sup	000000255	250,000		✔
2	Bus Group	000000255	325,000		✔

Figure 311: Supplier ranking

12.13 Manage Evaluation Reports

After the finalization of the Economic Operator's ranking, the PO/ESR user selects the button “**GENERATE EVALUATION REPORT**” to create the evaluation report. The system generates a MS Excel file containing all details of the evaluation procedure. The majority of the evaluators (PO/ES and PO/ESR) associated with a specific Call for Tender should approve the evaluation report.

Rank	Economic Operator Organisations	T/P receipt ID	Score/Price	Score Breakdown	Pass/Fail
1	Kas Sup	000000252	97.75%	More[+]	✔
2	Bus Group	000000253	88.57%	More[+]	✔

Formula=((Technical Score) / (Best Technical Score)) * Technical Weight + ((Best Financial Offer / Financial Offer) * Financial Weight)

Figure 312: Generate evaluation report button

The users can select the “**UPLOAD NEW VERSION**” button to upload a new version (i.e. a MS Excel file) of the report.

Once the majority of the evaluators approve the evaluation report, the “**FINALISE APPROVAL PROCESS**” button will be available to the PO/ESR. The system will display to the user a new pop-up window:

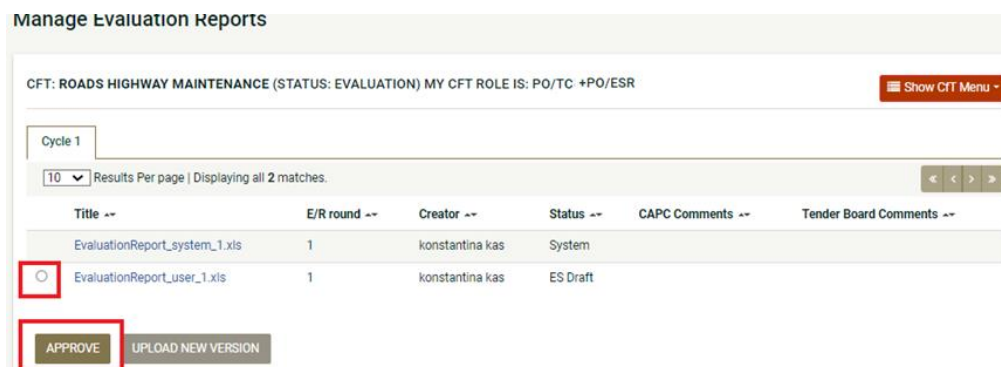


Figure 313: Finalise approval process button

- **Justification text area.** A mandatory field where the PO/ESR should justify the reasons for finalizing the process prematurely.
- **Button bar:**
 - **SAVE.** To proceed to the finalization of the approval process.
 - **CANCEL.** Closes the pop-up without any further action.

12.14 Evaluation of tenders in multiple Lots

The evaluation of tenders that include more than one Lot follows similar procedure to the evaluation of Call for Tenders awarded in a single Lot. The eligibility criteria are common between all Lots. Each Lot of the Call for Tender is evaluated separately.

The technical and the financial envelopes are presented separately for each Lot. Prior to any evaluation of these envelopes, the user should first select for which Lot the tenders will be evaluated.

12.15 Overall evaluation status of CfTs awarded in multiple Lots

The overall evaluation of Call for Tenders which include more than one Lot follows similar procedure to the overall evaluation of Call for Tenders awarded in a single Lot. The only difference is that the finalization is completed per envelope and not per lots, i.e. when the PO/ESR clicks on the “**FINALISE THE EVALUATION**” button, the evaluation will be finalised for all lots of the envelope as long as:

- There is no evaluation of “Draft” status in any of the lots.
- There is at least one evaluation of “Final” status in every lot of the envelope.

13 Contract Awarding

13.1 Final approval of the evaluation report

After the successful creation and approval of the evaluation report by all users associated as evaluators to a Call for Tender, the associated tender coordinator is required to approve and finalise the evaluation results.

The associated tender coordinator has the following choices:

- **APPROVE AS FINAL.** The evaluation report is approved and the system proceeds to the generation of the pre-standstill ranking.
- **APPROVE AND SUBMIT TO NEXT APPROVAL LEVEL.** This option is suitable when a Tender Board is responsible for this procurement process. In this case, the evaluation report is pending the final approval by the committee.
- **REJECT.** The decision is made available to the Tender Board pending their final rejection.
- **Reject and request re-evaluation.** The evaluation report is rejected and a new evaluation procedure commences from the Tender Opening phase. The purpose for reverting the flow of a Call for Tender back to unlocking is to provide the ability to the authority to potentially instruct the system to unlock a tender that was initially excluded from the evaluation, or vice-versa, to exclude a tender from the evaluation that was mistakenly included.

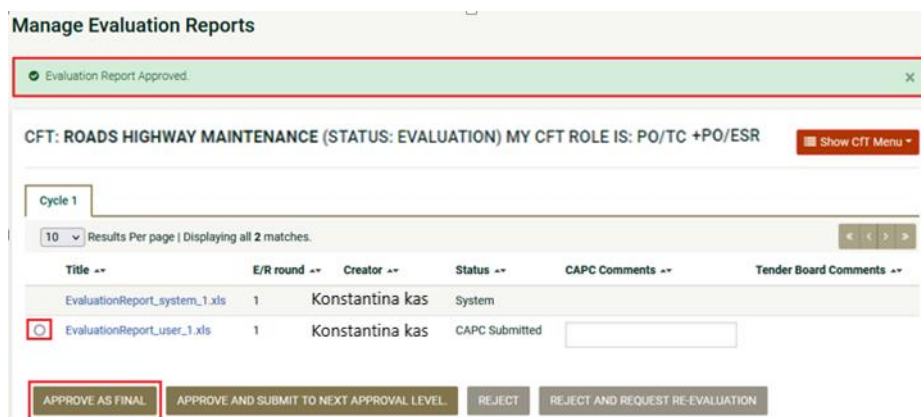


Figure 314: Final approval of the evaluation report

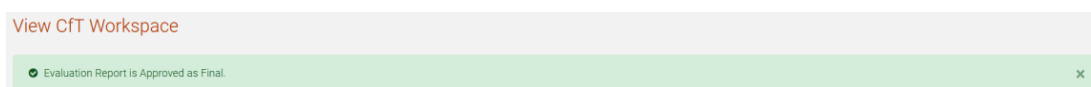


Figure 315: Evaluation report has been approved as final

13.2 Pre-Standstill (Feedback/ Appeals) Ranking

In order to approve the ranking of the Economic Operators, the user should select which tender responses will be included in the final ranking (Pass/Fail column) and click on the "SAVE" button.

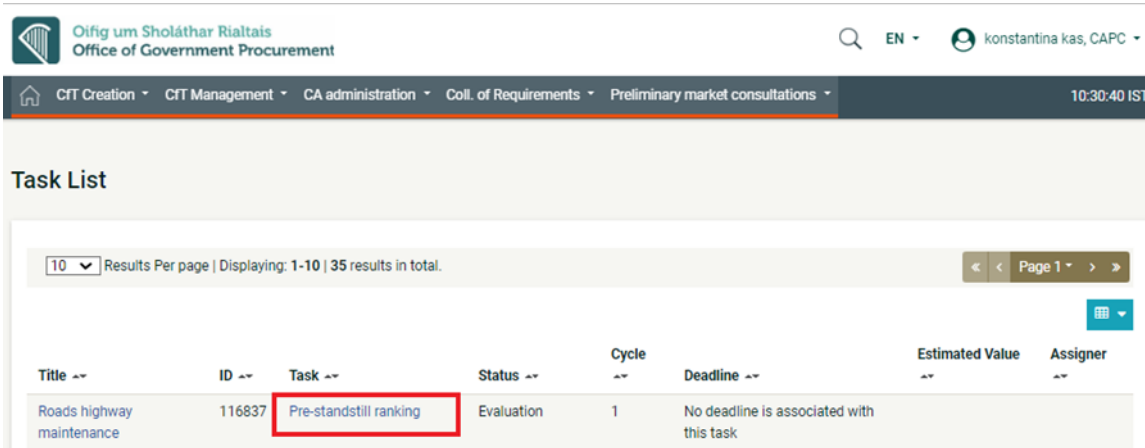


Figure 316: Pre-standstill ranking task

The following screen present 2 companies that passed the evaluation, as highlighted by the blue tick displayed in the right hand side of the screen.



Figure 317: Pre-Standstill (Feedback/ Appeals) Ranking

13.3 Announcement of Evaluation Results

In order to announce the results of the evaluation procedure to the Economic Operators who participated to a Call for Tender, the user should fill the provided online form which includes the following data:

- A common message to Economic Operators that qualified the evaluation phase
- An optional attachment to each Economic Operator that qualified the evaluation phase
 - The POTC user may upload a document from a local folder or import one from the CA template library. The POTC accesses the relevant folder, and/ or selects the document from the Template Library to import, and clicks on the “SELECT” button.
- A common message to Economic Operators which did not qualify the evaluation phase
- An optional attachment to each Economic Operator that did not qualify the evaluation phase
 - The POTC user may upload a document from a local folder or import one from the CA template library. The POTC accesses the relevant folder, and/ or selects the document from the Template Library to import, and clicks on the “SELECT” button.
- An optional attachment to both Economic Operators that qualified the evaluation phase and those that did not.

The user has also to confirm that all information attached has been approved by the respective Senior Procurement Manager.

Selecting the “**SEND**” button that is available on the “Announce evaluation results” page, the system will automatically create and send one message and one email notification for each of the Economic Operators that have been evaluated.

The system will not inform any Economic Operator who submitted an offline tender.

Title --	ID --	Task --	Status --	Cycle --	Deadline --	Estimated Value --	Assigner --
Roads highway maintenance	116837	Announce Evaluation Results	Evaluation	1	No deadline is associated with this task		

Figure 318: Announce Evaluation results task

The screenshot shows a web form titled "Announce Evaluation Results". At the top, it displays "CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR" and a "Show CFT Menu" button. Below this is a text area for a "Notification message for the Economic Operators that qualified the evaluation phase." with a "Message: *" label. A large text input field follows, with a "(Maximum characters: 50000)" note. Below the input field are two sections: "Ka: Sup Attachment:" and "Common Attachment:", each with a "Choose File" button and "No file chosen" text. At the bottom left, it says "Fields marked with an asterisk are mandatory *". At the bottom right, there are two buttons: "SEND" (highlighted with a red box) and "PROCEED WITHOUT SENDING NOTIFICATIONS".

Figure 319: Send evaluation results

Selecting the button **“PROCEED WITHOUT SENDING NOTIFICATIONS”** will skip this step assuming that the notification will be performed offline.

This screenshot is identical to Figure 319, showing the "Announce Evaluation Results" form. In this version, the "PROCEED WITHOUT SENDING NOTIFICATIONS" button at the bottom right is highlighted with a red box, while the "SEND" button is not.

Figure 320: Proceed without sending evaluation results

The PO/TC user can click on the **“GENERATE BIDDER REPORTS”** button in order to generate the respective bidder reports.

The bidder reports for each participating supplier are generated and stored under the **“Restricted Area”**. In order to download them:

- Select the **“Restricted area”** option in the **“Show CfT Menu”**
- Click on the **“File”** link.

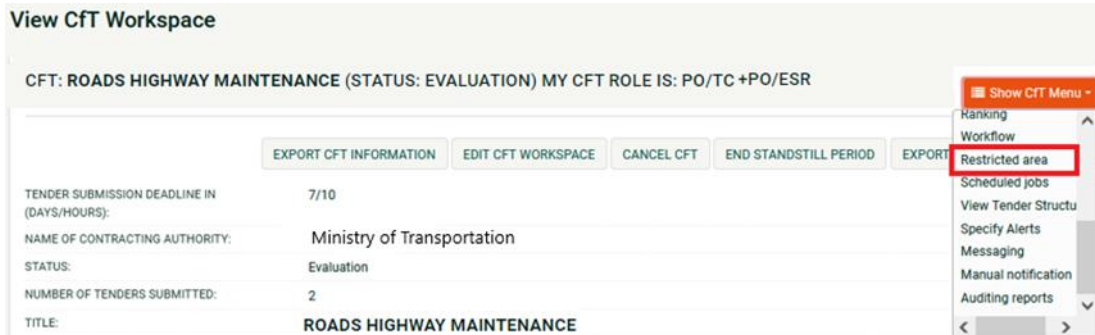


Figure 321: *“Restricted area”* option in the *“Show CfT menu”* list

You may edit on MS Excel or on MS word the downloaded bidder reports and upload back as a new version by clicking on the **“Edit”** icon and selecting the updated file from your local drive.

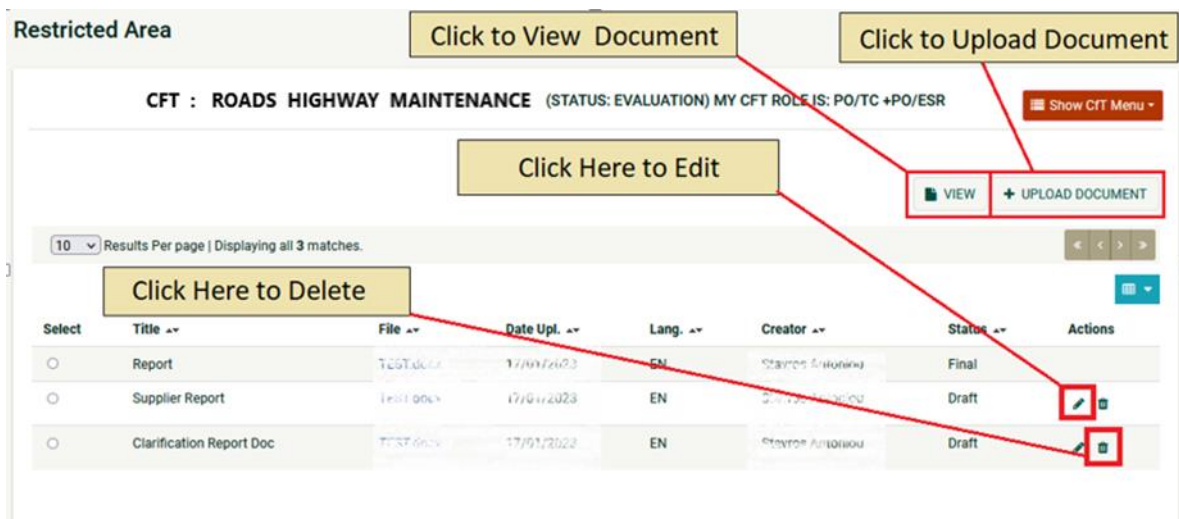


Figure 322: *Restricted area with generated bidder reports*

13.4 End of feedback period

After the announcement of the Evaluation Results, a Call for Tender enters the Standstill period. In order to finalise this standstill period and allow a Call for Tender to proceed to the next task, a PO/TC user should click on the “**END STANDSTILL PERIOD**” button, located at the top of the “View CfT Workspace” page.



The Standstill period must be manually closed for all procedures evaluation cycles.

Oifig um Sholáthar Rialtais
Office of Government Procurement

EN konstantina kas, CAPC

CFT Creation > CFT Management > CA administration > Coll. of Requirements > Preliminary market consultations 10:56:13 IST

View CfT Workspace

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR Show CfT Menu

EXPORT CFT INFORMATION EDIT CFT WORKSPACE CANCEL CFT **END STANDSTILL PERIOD** EXPORT CFT COPY AS NEW

WORKAREA:	IT
TENDER SUBMISSION DEADLINE IN (DAYS/HOURS):	6/13
NAME OF CONTRACTING AUTHORITY:	Ministry of transportation

Figure 323: End standstill period button

13.5 Ranking after the Standstill period

In order for a PO/TC user to approve the final ranking (after the end of the feedback period), they should select the tenders which will be included in the next phase (Pass/ Fail column) and then select the **“SAVE”** button.

The screenshot shows the 'Task List' interface. At the top, there is a navigation bar with the Office of Government Procurement logo and user information (EN, konstantina kas, CAPC). Below the navigation bar, the 'Task List' section is visible. It includes a search bar, a dropdown for 'Results Per page' (set to 10), and a status indicator 'Displaying: 1-10 | 35 results in total.' A table of tasks is displayed with columns: Title, ID, Task, Status, Cycle, Deadline, Estimated Value, and Assigner. The task 'Post-standstill ranking' is highlighted with a red box. The table data is as follows:

Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
Roads highway maintenance	116837	Post-standstill ranking	Evaluation	1	No deadline is associated with this task		

Figure 324: Post-standstill ranking task

The screenshot shows the 'Ranking' interface for 'CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR'. It features a table with columns: Rank, Economic Operator Organisations, T/P receipt ID, Score/Price, Score Breakdown, and Pass/Fail. The table data is as follows:

Rank	Economic Operator Organisations	T/P receipt ID	Score/Price	Score Breakdown	Pass/Fail
1	Kas Sup	000000252	97.75%	More[+]	<input checked="" type="checkbox"/>
2	Bus Group	000000253	88.57%	More[+]	<input checked="" type="checkbox"/>

At the bottom of the interface, there are two buttons: 'REJECT AND REQUEST RE-EVALUATION' and 'SAVE'. The 'SAVE' button is highlighted with a red box.

Figure 325: Post standstill final ranking

The user can also click on the **“REJECT AND REQUEST RE-EVALUATION”** button to reject the current scoring and restart the evaluation procedure of the tenders.

This screenshot is identical to Figure 325, showing the 'Ranking' interface for 'CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR'. The table of ranked tenders is the same. In this view, the 'REJECT AND REQUEST RE-EVALUATION' button at the bottom left is highlighted with a red box, while the 'SAVE' button is not.

Figure 326: Reject and request re-evaluation on final ranking

13.6 Starting new procurement cycle

In order for the user to start a new cycle in the procurement procedure he should select the **“START NEW EVALUATION CYCLE”** button. It should be noted that this functionality is available only for certain types of procedures which involve more than one cycle (e.g. restricted and competitive dialogues), as other procurement procedures, like the open procedure, include only a single evaluation cycle.

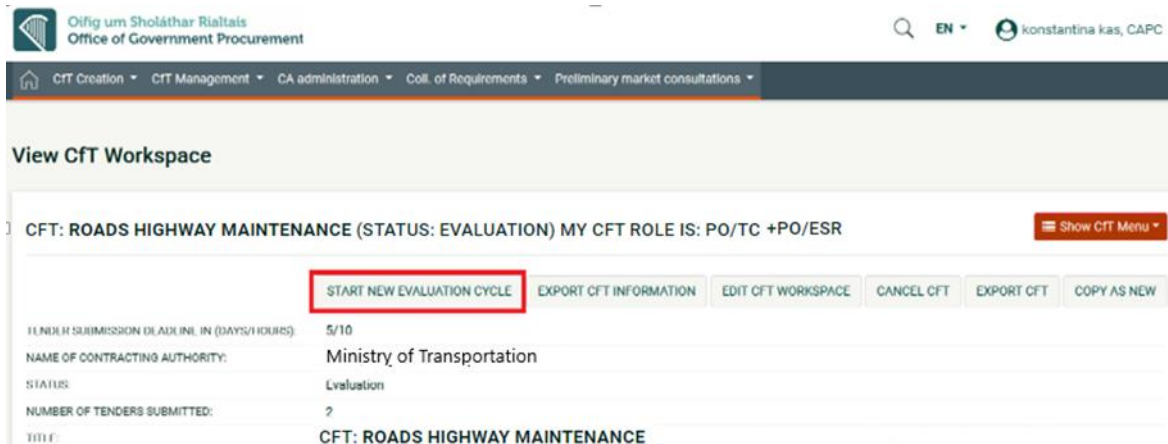


Figure 327: Start a new evaluation cycle

13.7 Contract Awarding

After the successful approval of the post standstill ranking, the user can award the contract to the selected supplier(s) through selecting the **“AWARD”** button in the “View Cft workspace” page or through following the “Award contracts” task.

Task List

10 Results Per page | Displaying: 1-10 | 15 results in total. << Page 1 >>

CFT Title	CFT ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
AM 117/535 TEST - ROADS AND RIVERS - WINTER SERVICES AND ADAPTIVE NAVIGATION SYSTEM	25092	Start New Cycle	Evaluation	1	No deadline is associated with this task	30,000,000	
DV 112/377 TEST II - ROADS - HIGHWAY MAINTENANCE	24154	Manage Evaluation Report	Evaluation	1	No deadline is associated with this task	1,000,000	
AM 159/103 TEST - ROADS AND RIVERS - HIGHWAY MAINTENANCE	24829	Award Contracts	Evaluation	1	No deadline is associated with this task	10,000,000	
DV 112/377 TEST II - ROADS - HIGHWAY MAINTENANCE	24154	Associate PO/OS and PO/ES	Evaluation	1	No deadline is associated with this task	1,000,000	

Figure 328: Award contracts task

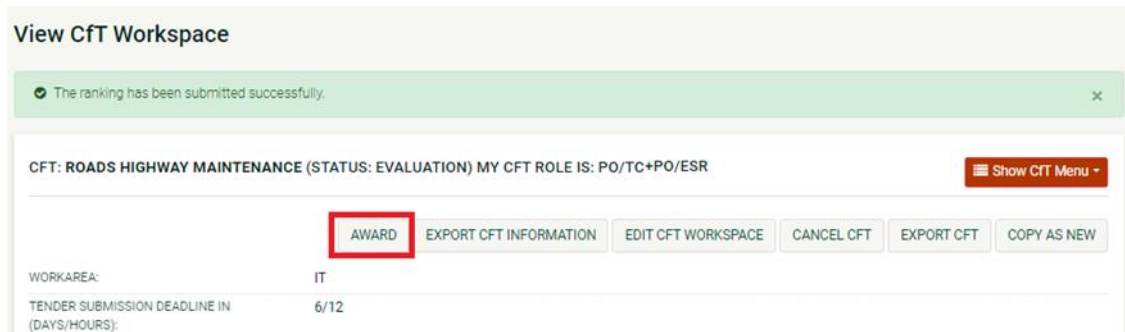


Figure 329: Contract Award button in the view CFT workspace

In order to award contracts the user should proceed with the following steps:

1. Selects the appropriate supplier from the Economic Operators column.

Note: A contract cannot be awarded to a supplier deactivated at the time of awarding. In case deactivated suppliers are included among the awarded suppliers, the system will display a warning message in the Award area.

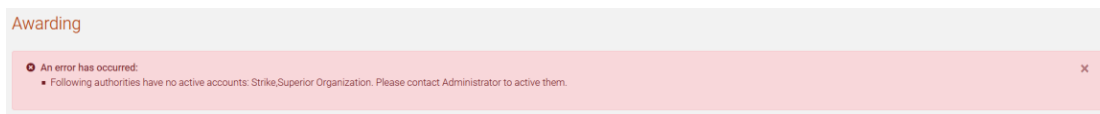


Figure 330: Contract Award to Deactivated Supplier

2. Locate the appropriate Lot (in case the contract is awarded in lots)
3. Selects the Economic Operator that won.
4. Clicks on "SAVE" button.

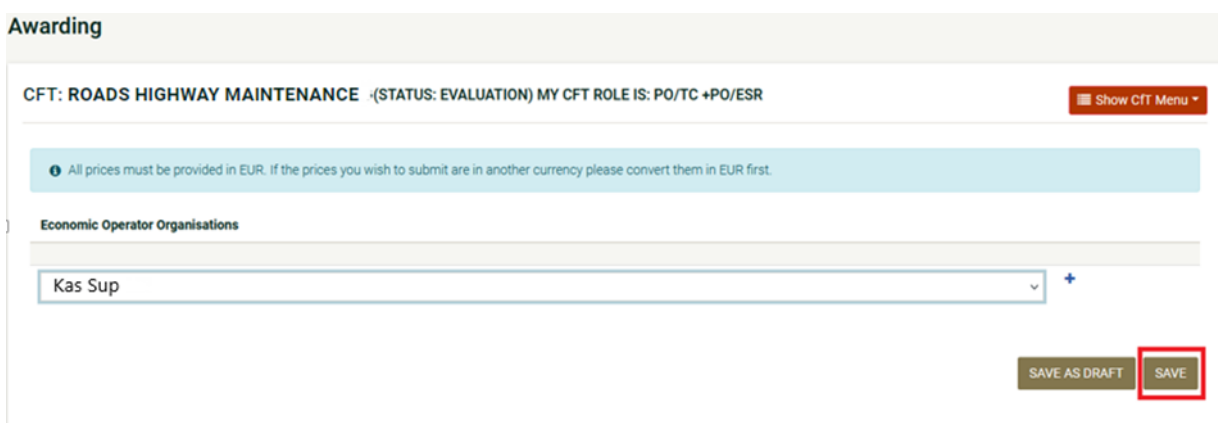
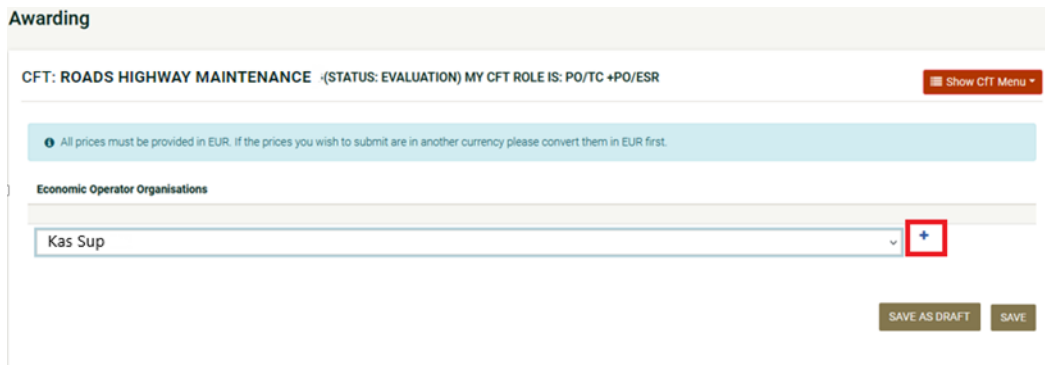


Figure 331: Awarding of contracts

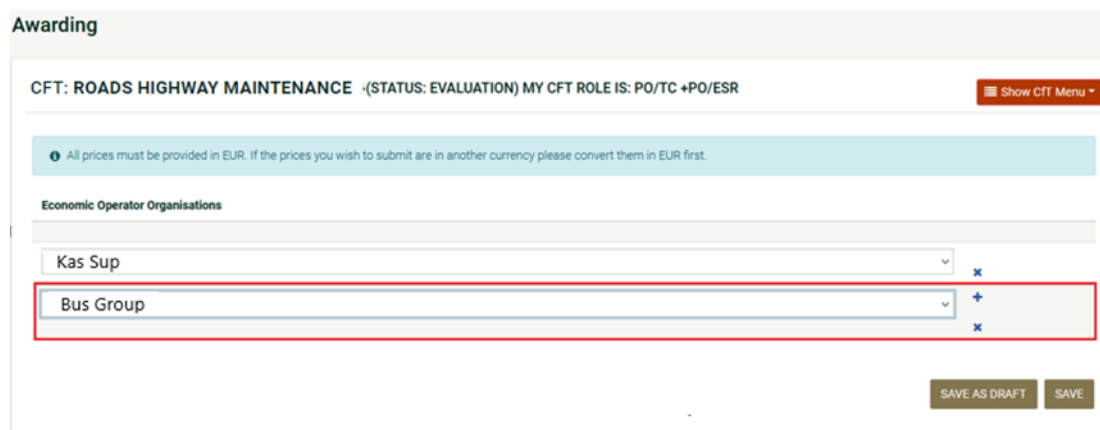
The user can award the contract to more than one Economic Operator. In order to insert additional Economic Operators, the user should select the “ + ” icon (the “ × ” icon is used to remove Economic Operators from the awarding list). A new row will then appear and allow the selection of additional Economic Operators.



The screenshot shows the 'Awarding' section for a contract titled 'CFT: ROADS HIGHWAY MAINTENANCE'. The status is 'EVALUATION' and the role is 'PO/TC +PO/ESR'. A message states: 'All prices must be provided in EUR. If the prices you wish to submit are in another currency please convert them in EUR first.' Under 'Economic Operator Organisations', there is a dropdown menu with 'Kas Sup' selected. A red box highlights a '+' icon to the right of the dropdown. At the bottom right, there are 'SAVE AS DRAFT' and 'SAVE' buttons.

Figure 332: Awarding contracts to more than one supplier

To award contracts to suppliers by items, the PO/TC may select the item in the drop-down list displaying all items against which supplier was ranked as successful in.



The screenshot shows the 'Awarding' section for the same contract. The 'Economic Operator Organisations' list now contains two entries: 'Kas Sup' and 'Bus Group'. The 'Bus Group' entry is highlighted with a red box. Each entry has a '+' icon to its right. At the bottom right, there are 'SAVE AS DRAFT' and 'SAVE' buttons.

Figure 333: Awarding the contract to more than one suppliers

Finally, depending on the initial setup for Lots and awarding, the PO/TC may award contracts on per Lot or per Item basis for the same opportunity.

13.8 Creation of contract award notice

After awarding the contract, the user can create and publish the contract award notice (once the Economic Operators have accepted the award).

The screenshot shows the 'Task List' interface. At the top, there is a navigation bar with the Oifig um Sholáthar Rialtais logo and the text 'Oifig um Sholáthar Rialtais Office of Government Procurement'. To the right, there is a search icon, the language 'EN', and a user profile icon for 'konstantina kas, CAPC'. Below the navigation bar, there is a breadcrumb trail: 'CFT Creation > CFT Management > CA administration > Coll. of Requirements > Preliminary market consultations'. The main content area is titled 'Task List' and includes a 'Results Per page' dropdown set to '10', showing 'Displaying: 1-10 | 35 results in total.' and a 'Page 1' indicator. A table lists tasks with columns: Title, ID, Task, Status, Cycle, Deadline, Estimated Value, and Assigner. The task 'Publish Contract Award Notice' is highlighted with a red box. The table data is as follows:

Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
Roads highway maintenance	116837	Publish Contract Award Notice	Evaluation	1	No deadline is associated with this task		

Figure 334: Publish contract award notice task

In the notices and contract documents pages, the user clicks on the “**CREATE NOTICE**” button.

The screenshot shows the 'Notice & Contract Documents' interface. At the top, there is a header 'Notice & Contract Documents'. Below it, there is a breadcrumb trail: 'CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR'. To the right, there is a 'Show CFT Menu' button. Below the breadcrumb trail, there are two tabs: 'Notices' and 'Contract Documents'. Below the tabs, there is a '1 results in total.' indicator and a 'Page 1' indicator. A table lists notices with columns: Select, Type, Date Upl., Lang., Status, and Date Pub. The notice 'Contract Notice' is selected. The table data is as follows:

Select	Type	Date Upl.	Lang.	Status	Date Pub.
<input checked="" type="radio"/>	Contract Notice	21/04/2023 07:55:44	EN	Published	21/04/2023 07:55:53

Below the table, there are four buttons: 'PUBLISH NOTICE', 'CREATE NOTICE' (highlighted with a red box), 'DELETE', and 'EDIT'.

Figure 335: Creation of contract award notice

The user selects the type of contract award notice to create and the language in which the notice will be created.

AVAILABLE NOTICES FORMS

Select	Notice form name
<input type="radio"/>	Results of Design Contest
<input checked="" type="radio"/>	Contract Award Notice
<input type="radio"/>	Social and other specific services - public contracts

Select Language

English(en)

CANCEL POPULATE NOTICE

Figure 336: Selection of a contract award notice type

For certain types of procedures, the form “Contract Award Notice for contracts in the field of defence and security” is also available.

After creation the contract award notice is listed along with the earlier published notices (i.e. Contract Notice, PIN, etc.). In order for an award notice to be published, the status of the notice should be “**Final**”.

In order to publish an award notice, the user selects the contract award notice and then clicks on the “**PUBLISH NOTICE**” button.

Notice & Contract Documents

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/ESR Show CFT Menu

Notices Contract Documents

2 results in total. << < > >>

Select	-Type:	-Date Upd.:	-Lang.:	-Status:	-Date Pub.:
<input type="radio"/>	Contract Notice	21/04/2023 07:55:44	EN	Published	21/04/2023 07:55:53
<input checked="" type="radio"/>	Contract Award Notice	21/04/2023 11:28:04	EN	Final	

PUBLISH NOTICE CREATE NOTICE DELETE EDIT

Figure 337: Publish notice button for an award notice

Upon selection of the publication service, the status of the notice will then change into **“Published”**.

Notice & Contract Documents

✔ Notice was published successfully

CFT: ROADS HIGHWAY MAINTENANCE (STATUS: AWARDED) MY CFT ROLE IS: PO/TC +PO/ESR Show CFT Menu

Notices Contract Documents

2 results in total.

Select	Type	Date Upd.	Lang.	Status	Date Pub.
<input type="radio"/>	Contract Notice	21/04/2023 07:55:44	EN	Published	21/04/2023 07:55:53
<input type="radio"/>	Contract Award Notice	21/04/2023 11:28:04	EN	Published	21/04/2023 11:29:32

PUBLISH NOTICE CREATE NOTICE DELETE EDIT

Figure 338: Contract award notice is published

13.9 Creation of Contract Workspace

Following the contract awarding acceptance by the awarded suppliers, the "Create contract" option is made available in the "Awarding" page.

Task List

10 Results Per page | Displaying: 1-10 | 36 results in total. Page 1

Title	ID	Task	Status	Cycle	Deadline	Estimated Value	Assigner
Roads highway maintenance	116837	Create Contracts	Awarded	1	No deadline is associated with this task		

Figure 339: Create contract option

After the user clicks on the “Create contract” option, a new Contract Workspace is created in eTenders with the specific Call for Tender details (e.g. procurement type, CPV codes, Contract Value etc.) being automatically transferred to the Contract Workspace. The PO/TC who created the contract is assigned with the role of the Contract Manager.

14 Electronic Auctions

14.1 Creation of an eAuction event

In order for the user to create an eAuction event, the type of event should be defined. The system supports the three following types of events:

- Round based
- Time based
- Combination of Time and Round-based

In order for the user to create a **Round based** event, the following information should be provided:

- Number of Rounds
- Duration of each Round
- Duration of interval between Rounds
- Minimum bid difference. This option is enabled only when a lowest price evaluation mechanism is in place.
- Selected currency of the eAuction event
- Bidding visibility

After providing all necessary information, the user clicks on the “**NEXT**” button to continue with the following steps required during the configuration of an eAuction event.

Title ▲▼	ID ▲▼	Task ▲▼	Status ▲▼	Cycle ▲▼	Deadline ▲▼	Estimated Value ▲▼	Assigner ▲▼
Procurement for Building construction to host information technology systems	116338	Create e-Auction	Evaluation	1	No deadline is associated with this task	100,000	
Procurement of computers	115931	Associate PO/OS and PO/ES	Tender Submission	1	No deadline is associated with this task	100,000	
Procurement of laptops	66519	Unlock Tenders	Awaiting Tender Opening	1	No deadline is associated with this task	100,000	
Procurement of office supplies	65878	Unlock Tenders	Awaiting Tender Opening	1	No deadline is associated with this task	100,000	
Procurement of hardware system	102817	Create Contracts	Awarded	1	No deadline is associated with this task	100,000	

Figure 340: Create eAuction task

Create new e-Auction

CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS (STATUS: EVALUATION) Show CFT Menu
MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR

Select e-Auction Type: Round-based Time-based Combination

CREATE NEW ROUND-BASED E-AUCTION

Number of rounds:

Duration of round: hh: mm:

Time interval between rounds: hh: mm:

Please select auction currency: EUR

Select eAuction bidding visibility: Rank sealed Limited visibility Full visibility Manual settings

LIMITED VISIBILITY

Bidder's previous bid score:

Best bid score out of all supplier bids:

Scores of all bids placed by all suppliers:

Bidder's all previous bid scores:

Bidder's relative ranking:

Scores of the latest bids placed by each supplier:

Figure 341: Creation of a round based eAuction event

In order for the user to create a **Time based** event, the following information should be provided:

- Duration of the event
- Use of automated extensions. If yes:
 - The duration of the extensions.
 - The time period before the end of the event during which, if a bid is received, an extension will be triggered.
 - Maximum number of extensions.
- Minimum bid difference. This option is enabled only when a lowest price evaluation mechanism is in place.
- Accepting multiple winners (yes/ no)
- Selected currency for the eAuction event
- Bidding visibility

After providing all necessary information, the user clicks on the “**NEXT**” button to continue with the following steps required during the configuration of an eAuction event.

The screenshot shows the 'Create new e-Auction' form. At the top, it displays the CFT title: 'CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS (STATUS: EVALUATION)' and the user's role: 'MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR'. There is a 'Show CFT Menu' button. The 'Select e-Auction Type' section has three radio buttons: 'Round-based', 'Time-based' (which is selected and highlighted with a red box), and 'Combination'. Below this, the 'CREATE NEW TIME-BASED E-AUCTION' section contains several fields: 'Duration of e-Auction event' (hh: 0, mm: 0), 'Enable automated extensions' (Yes), 'Duration of extension' (hh: 0, mm: 0), 'Time before the end of e-Auction when extension is possible' (hh: 0, mm: 0), and 'Maximum number of automated extensions' (1). The 'Please select auction currency:EUR' is displayed. The 'Select eAuction bidding visibility' section has four radio buttons: 'Rank sealed', 'Limited visibility' (selected), 'Full visibility', and 'Manual settings'. Under 'LIMITED VISIBILITY', there are several checkboxes: 'Bidder's previous bid score' (checked), 'Bidder's all previous bid scores' (checked), 'Best bid score out of all supplier bids' (unchecked), 'Bidder's relative ranking' (unchecked), 'Scores of all bids placed by all suppliers' (unchecked), and 'Scores of the latest bids placed by each supplier' (unchecked). At the bottom, there are three buttons: 'CANCEL', 'NEXT' (highlighted with a red box), and 'UPLOAD GENERAL EVENT INSTRUCTIONS'.

Figure 342: Creation of a time based event

In order for the user to create an event based on the **Combination** of time and rounds, the following information should be provided:

- Number of Rounds.
- Duration of each Round.
- Interval between each Round.
- Use of automated extensions. If yes:
 - The duration of the extensions.
 - The time period before the end of the event during which, if a bid is received, an extension will be triggered.
 - Maximum number of extensions.
- Minimum bid difference. This option is enabled only when a lowest price evaluation mechanism is in place.
- Selected currency of the eAuction event.
- Bidding visibility.

After providing all necessary information, the user clicks on the **“NEXT”** button to continue with the following steps required during the configuration of an eAuction event.

The screenshot shows the 'Create new e-Auction' form. At the top, the CFT title is 'PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR'. Below this, the 'Select e-Auction Type' section has three radio buttons: 'Round-based', 'Time-based', and 'Combination'. The 'Combination' option is selected and highlighted with a red box. The form is titled 'CREATE NEW COMBINED ROUND/TIME E-AUCTION'. It contains several input fields: 'Number of rounds' (set to 2), 'Duration of round' (hh: 0, mnt: 0), 'Time interval between rounds' (hh: 0, mnt: 0), 'Duration of extension' (hh: 0, mnt: 0), 'Maximum number of automated extensions' (set to 1), 'Enable automated extensions' (set to Yes), and 'Time before the end of e-Auction when extension is possible' (hh: 0, mnt: 0). The currency is set to EUR. The 'Select eAuction bidding visibility' section has four radio buttons: 'Rank sealed', 'Limited visibility', 'Full visibility', and 'Manual settings'. The 'Limited visibility' option is selected. Below this, there are several checkboxes for 'LIMITED VISIBILITY' options: 'Bidder's previous bid score', 'Bidder's all previous bid scores', 'Best bid score out of all supplier bids', 'Bidder's relative ranking', 'Scores of all bids placed by all suppliers', and 'Scores of the latest bids placed by each supplier'. At the bottom right, there are three buttons: 'CANCEL', 'NEXT', and 'UPLOAD GENERAL EVENT INSTRUCTIONS'. The 'NEXT' button is highlighted with a red box.

Figure 343: Creation an eAuction event based on the combination of Rounds and Time

In all types of event, the following visibility settings are supported by the system:

- **Rank sealed:** Bidders must be able to see:
 - Their own previous bid
 - A list with all own previous bids
 - The best bid submitted out of all supplier bids
 - The next possible bid of the bidder
- **Limited visibility:** Bidders are only able to see:
 - Their own previous bid
 - A list with all own previous bids
 - The best bid submitted out of all supplier bids
 - The next possible bid of the bidder
 - Their relative ranking
- **Full visibility:** Bidders are able to see:
 - Their own previous bid
 - A list with all own previous bids
 - The best bid submitted out of all supplier bids
 - The next possible bid of the bidder
 - Their relative ranking
 - A list with all bids placed by all participants
 - The latest bids placed by each participant
- **Manual Settings.** A selection among the following:
 - Best bid out of all participants bids.
 - Next possible bid.
 - Bidder's relative ranking.
 - All bids placed by all participants.
 - Latest bids placed by each participant.

Select eAuction bidding visibility : Rank sealed Limited visibility Full visibility Manual settings

MANUALLY DEFINE BIDDING VISIBILITY

Bidder's previous bid : <input checked="" type="checkbox"/>	Bidder's all previous bids: <input checked="" type="checkbox"/>
Best bid out of all supplier bids: <input type="checkbox"/>	Next possible bid: <input type="checkbox"/>
Bidder's relative ranking: <input type="checkbox"/>	All bids placed by all suppliers: <input type="checkbox"/>
Latest bids placed by each supplier: <input type="checkbox"/>	

Figure 344: eAuction bidding visibility

If the contract is awarded in more than one Lot, a separate eAuction event should be established for each Lot. Hence, during the creation of an eAuction event the user should select for which Lot the forthcoming event will be created.

Selecting the button “**UPLOAD GENERAL EVENT INSTRUCTIONS**” allows the user to upload general instructions and specifications regarding an event. In the popup window shown below, the user selects a file (by using the provided file browsing functionality) and then “**UPLOAD**” the file in the system. Finally, the user may select the “**CLOSE**” button to close the popup window.

Select eAuction bidding visibility : Rank sealed Limited visibility Full visibility Manual settings

MANUALLY DEFINE BIDDING VISIBILITY

Bidder's previous bid : Bidder's all previous bids :

Best bid out of all supplier bids: Next possible bid:

Bidder's relative ranking: All bids placed by all suppliers:

Latest bids placed by each supplier:

CANCEL SAVE **UPLOAD GENERAL EVENT INSTRUCTIONS**

UPLOAD

Evaluator General Comment:

CLOSE **UPLOAD**

Figure 345: Uploading event instructions

If the evaluation mechanism selected for a Call for Tender is Best Price-Quality Ratio, then the user must define the “Minimum Bid Difference” for eAuction. For a Call for Tender with MEAT evaluation mechanism, the user must define the criteria of the original evaluation mechanism that will form the evaluation mechanism for the eAuction.

After selecting the parameters to be included in the event from the available list, the user clicks on the “**SAVE**” button to save his modifications and create the eAuction event.

14.2 Scheduling the eAuction

The user can edit the option of an event through clicking on the “**EDIT**” button. Furthermore, the user can schedule the time and date for an eAuction event, through clicking on the “**SCHEDULE EAUCTION**” button.

e-Auction detailed information

e-Auction created successfully

CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR Show CFT Menu

E-AUCTION ID : 116617 (OFFICIAL)

E-AUCTION TYPE : Round-based

E-AUCTION EVALUATION METHOD: Best Price-Quality Ratio

E-AUCTION STATUS: Pending

NUMBER OF ROUNDS : 2

DURATION OF ROUND (MINUTES): 3

TIME INTERVAL BETWEEN ROUNDS (MINUTES): 2

BID SUBMISSION TYPE : Overall

THE E-AUCTION START DATE : N/A

AUCTION CURRENCY : EUR

E-AUCTION BIDDING VISIBILITY : Bidder's previous bid score - Bidder's all previous bid scores

GENERAL EVENT INSTRUCTIONS : TEST.docx


E-AUCTION ROUNDS

Sequence number	Round ID	Round status	Start date
1	116619	Pending	N/A
2	116620	Pending	N/A

EDIT E-AUCTION **SCHEDULE E-AUCTION**

Figure 346: Edit and Schedule an eAuction event

In order to schedule an event the user should provide the following information:

- Starting date for the eAuction event (the “” icon is used to select the date).
- Starting time for the eAuction event.
- The body of the invitation which will be sent to the invited Economic Operators.
- An optional file attachment.

Clicking on the **“SCHEDULE”** button saves the user’s choices and schedules the e- Auction event.

Schedule e-Auction

CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR Show CFT Menu

E-AUCTION ID : 116617

The e-Auction start date:

Time: hh: mm:

Body: *

e-Tendering Platform - Invitation to participate in e-Auction
Cft: Procurement for Building construction to host information technology systems
eAuction: 116617
Information: Your Organization is invited to participate in the e-Auction Event. The E-Auction will reach to an end if the E-Auction end time is reached(including any automatic or manual time extensions added) or if it is cancelled for a reason you will be

Maximum Characters: 2000.

Attachment: No file chosen

CANCEL SCHEDULE

Figure 347: Scheduling of an eAuction event

14.3 List of eAuction events

In order to list the established eAuction events of a Call for Tender, the user should click on the **“eAuction”** option from the **“Show Cft menu”** list.

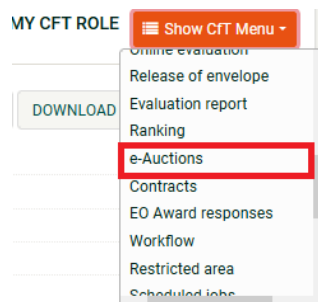


Figure 348: eAuctions item in the Cft menu

The list contains all eAuction events (active and past) for a particular Call for Tender. The “**eAuction Id**” functionality enables the user to preview the eAuction parameters. Furthermore, the user can click on the “**eAuction id**” link to attend an active eAuction event.

List of e-Auctions related to Cft

CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS
(STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR Show CFT Menu ▾

List of e-Auctions

Lot Reference Id	Lot Name	e-Auction Id	Type	Official / Dummy	e-Auction Start Date	
N/A	N/A	116617	Round-based	Official	2023/04/20 16:00:00	Attend e-Auction

CREATE E-AUCTION

Figure 349: List of eAuctions events

14.4 Preview of an active eAuction event

In order to preview an active eAuction event, the user should click on the link in the column “eAuction Id”.

List of e-Auctions related to Cft

CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS
(STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR Show CFT Menu

List of e-Auctions

Lot Reference Id	Lot Name	e-Auction Id	Type	Official / Dummy	e-Auction Start Date	
N/A	N/A	116617	Round-based	Official	2023/04/20 16:00:00	Attend e-Auction

CREATE E-AUCTION

Figure 350: Preview an active eAuction event

The system displays all relevant information regarding an event. Furthermore, the following functionality is enabled:

- Creation of a practice eAuction event.
- Re-schedule the eAuction event.
- Cancel the eAuction event.
- Attend the eAuction event.

The e-Auction invitations have been sent

CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS
(STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR Show CFT Menu

E-AUCTION ID: 116617 (OFFICIAL)

E-AUCTION TYPE: Round-based

E-AUCTION EVALUATION METHOD: Best Price-Quality Ratio

E-AUCTION STATUS: Pending

NUMBER OF ROUNDS: 2

DURATION OF ROUND (MINUTES): 3

TIME INTERVAL BETWEEN ROUNDS (MINUTES): 2

BID SUBMISSION TYPE: Overall

THE E-AUCTION START DATE: 2023/04/20

AUCTION CURRENCY: EUR

E-AUCTION BIDDING VISIBILITY: Bidder's previous bid score - Bidder's all previous bid scores

GENERAL EVENT INSTRUCTIONS: TEST.docx

E-AUCTION ROUNDS

CANCEL E-AUCTION ATTEND E-AUCTION RESCHEDULE E-AUCTION CREATE DUMMY E-AUCTION

Sequence number	Round ID	Round status	Start date
1	116619	Pending	2023/04/20 16:00:00
2	116620	Pending	2023/04/20 16:05:00

Figure 351: Preview of an active eAuction event

14.5 Creation of a practice eAuction event (Prior to the actual event)

In order to create a practice eAuction event the user should click on the “**Create Dummy eAuction**” button.

The screenshot shows a web interface for managing eAuctions. At the top, a green notification bar states "The e-Auction invitations have been sent". Below this, the CFT details are displayed: "CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR". A "Show CFT Menu" button is visible. The main section lists the E-Auction ID (116617) as OFFICIAL and provides various parameters: Round-based type, Best Price-Quality Ratio method, Pending status, 2 rounds of 3 minutes each with 2-minute intervals, Overall bid submission type, start date of 2023/04/20, EUR currency, and visibility based on previous bid scores. A "GENERAL EVENT INSTRUCTIONS" link points to TEST.docx. Under "E-AUCTION ROUNDS", four buttons are shown: "CANCEL E-AUCTION", "ATTEND E-AUCTION", "RESCHEDULE E-AUCTION", and "CREATE DUMMY E-AUCTION" (highlighted with a red box). Below the buttons is a table of rounds:

Sequence number	Round ID	Round status	Start date
1	116619	Pending	2023/04/20 16:00:00
2	116620	Pending	2023/04/20 16:05:00

Figure 352: Create dummy eAuction

A practice eAuction event will include all Economic Operators who have been invited to the formal eAuction event. The practice event will be held at a different time and date from the formal event. After the end of the practice event, all bidding data will automatically be deleted.

14.6 Reschedule an eAuction event (enabled only prior to the actual eAuction event)

In order to reschedule an event, the user selects a new date and time for the event and provides a message which will be sent to all participating Economic Operators. The user can also attach a file to the invitation. Clicking on the “**RESCHEDULE E- AUCTION**” button will modify the eAuction start date and time. All associated Economic Operators will be notified accordingly.

Reschedule e-Auction

CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR Show CFT Menu

EAUCTION ID : 116617

The e-Auction start date: 20/04/2023

Time: hh: 16 mm: 00

Body: *

e-Tendering Platform - Invitation to participate in Re-Scheduled e-Auction

CFT: Procurement for Building construction to host information technology systems
eAuction: 116617

Information: Your organization is invited to participate in the rescheduled e-Auction. You have to follow the link below and accept the invitation in order to participate in the rescheduled e-

Maximum Characters: 2000.

Attachment: Choose File No file chosen

CANCEL RESCHEDULE E-AUCTION

Figure 353: Re-schedule an eAuction

The system does not allow rescheduling of events during the last hour before the auction's start date. In such case, an error will be displayed.

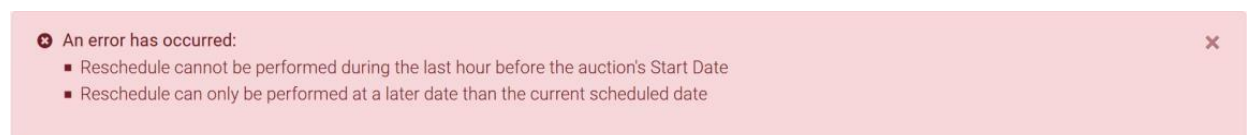
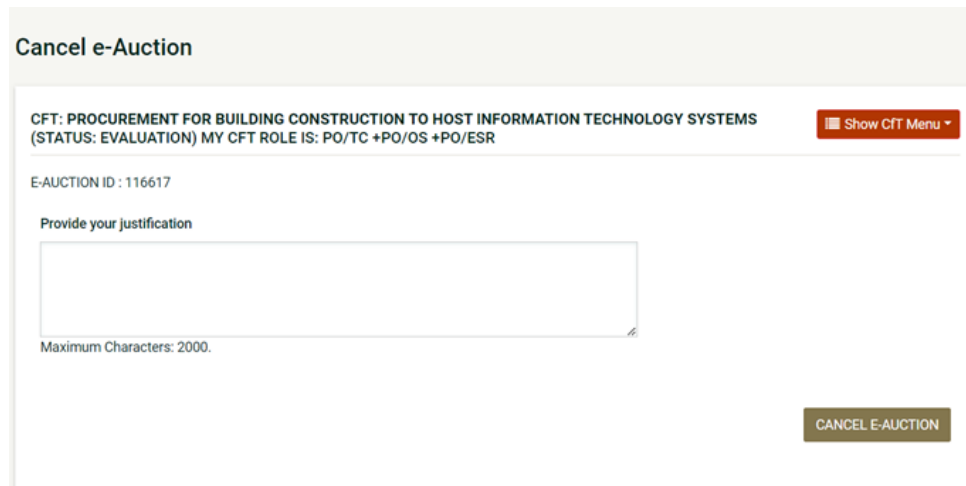


Figure 354: Error message in re-scheduling an eAuction event

14.7 Cancel of an eAuction event

In order to cancel an eAuction event, the user should provide a justification and click on the **“CANCEL EAUCTION”** button. All associated Economic Operators will be notified.



Cancel e-Auction

CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS
(STATUS: EVALUATION) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR Show CFT Menu ▾

E-AUCTION ID : 116617

Provide your justification

Maximum Characters: 2000.

CANCEL E-AUCTION

Figure 355: Cancel an eAuction event

14.8 Attend the eAuction event

In order to attend the eAuction event the user should click on the “**ATTEND E- AUCTION**” button. The user will be prompted to provide authorization by a System Administrator.

Figure 356: User provides SA's credentials in order to enter the auction room

Then, the user previews, in real time, the status of the eAuction. The system displays the code of the eAuction event, the type of the event, the time left to the end of the round, the possibility of automatic extension along with the number of possible extensions, the currency of the event, the uploaded general instructions, the current best bid and the current ranking of the suppliers.

Figure 355: Attend an eAuction event is real time

The “REFRESH” button updates the page. Finally, the user can select the “VIEW CURRENT BID DETAILS” button to view the details of the current bid.

14.9 eAuction Message board

The message board provides functionality for the live communication between the user and the participating Economic Operators. The board displays all messages between economic operators and the user. The system displays the eAuction Id, User Id, Message History, the Body and a receiver selection button. The user composes the new message by editing body of the text, selects the receivers (or leave it as default – all users) and clicks on “**SEND**”.

MESSAGE BOARD OF E-AUCTION : 35095

USER: 1096-PO

MESSAGES

[1096]:Please submit your prices
[1537]:Thank you

Post a new message:

Please check again

(Maximum characters : 500) You have 482 left.

Select recipient: Send to all

SEND

Figure 356: Message board

14.10 Preview of a completed eAuction

When an eAuction event is completed, the user clicks on the “**VIEW BUYER REPORT**” button in order to preview the results of the event. The user can also generate a copy of the buyer Report through clicking on the “**EXPORT TO PDF**” button.

The system displays to the user some detailed information regarding the bidding process:

- Economic operator ID
- Details of the bids of each Economic Operator (timestamp, value, ranking after bid)
- Final ranking of each Economic Operator

E-AUCTION STATUS:	Closed
WINNING BID:	13000.00

Final ranking: 1 Economic Operator ID : 1012				
DETAILS OF BIDS				
Bid ID	Round of bid	Bid timestamp	Bid value	Details
1104	1	2023-05-30 11:00:00	152000.00	Details
1133	1	2023-05-30 11:00:00	17000.00	Details
1139	1	2023-05-30 11:00:00	13000.00	Details
1140	2	2023-05-30 11:00:00	13000.00	Details
ROUND RANKING HISTORY				
Round number	Ranking after round			
1	1			
2	1			
Final ranking: 2 Economic Operator ID : 1014				

EXTENSION DETAILS	
TOTAL NUMBER OF EXTENSIONS:	2
TOTAL EXTENSION TIME (MINUTES):	10
ECONOMIC OPERATORS INVITED	
1012	Supplier organisation
1014	Company psl

Figure 357: Preview of a completed eAuction

Buyer report

CFT: PROCUREMENT OF HOSPITAL INFORMATION SYSTEM (STATUS: EVALUATION) MY CFT ROLE IS: PO/TC+PO/OS +PO/ESR [Show CFT Menu](#)

E-AUCTION DETAILED INFORMATION

E-AUCTION STATUS: Closed
WINNING BID: 100

Final ranking: 2 Economic Operator ID : 1417

DETAILS OF BIDS

Bid ID	Round of bid	Bid timestamp	Bid value	
1245	1	2020-04-17 10:20:00	78.86	Details
1247	1	2020-04-17 10:21:44	100	Details
1248	1	2020-04-17 10:23:03	100	Details
1250	2	2020-04-17 10:30:00	93.75	Details

ROUND RANKING HISTORY

Round number	Ranking after round	Score
1	2	93.75
2	2	93.75

Final ranking: 1 Economic Operator ID : 1421

DETAILS OF BIDS

Bid ID	Round of bid	Bid timestamp	Bid value	
1246	1	2020-04-17 10:20:00	90.81	Details
1249	1	2020-04-17 10:24:48	100	Details
1251	2	2020-04-17 10:30:00	100	Details

ROUND RANKING HISTORY

Round number	Ranking after round	Score
1	1	100
2	1	100

EXTENSION DETAILS

TOTAL NUMBER OF EXTENSIONS: 0
TOTAL EXTENSION TIME (MINUTES): 0

ECONOMIC OPERATORS INVITED

1417	Helco Corporation
1421	Strike

E-AUCTION CHARTS

Rank per round for economic operator

Export to PDF

Figure 358: Details of the eAuction event

Furthermore, the following graphs describing the bidding process are also provided:

- Best overall bid
- Latest bid per Economic Operator
- Rank for each Economic Operator

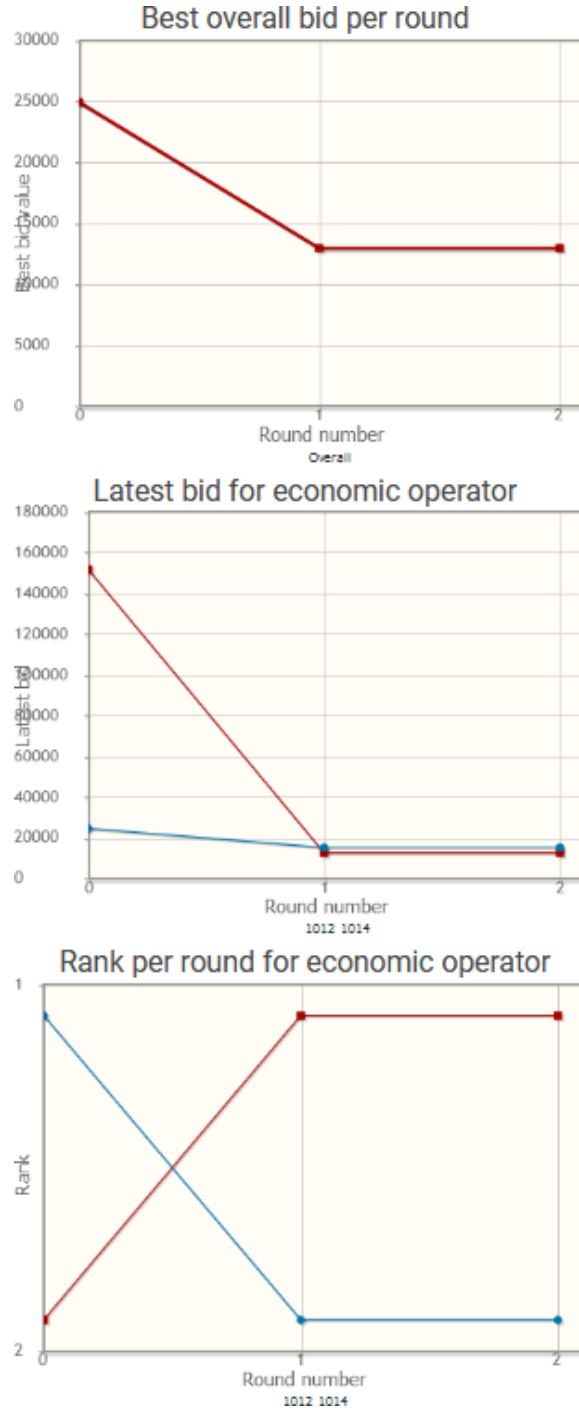


Figure 359: eAuction graphs

15 Export competition

The “**EXPORT CFT**” functionality is accessible by the PO/TC, the PO/ES and the PO/ESR, allowing them to produce a single, easy to download, compressed file containing all documents and information (e.g. contract notices, clarifications, award notices, supplier’s bids, etc.) related to the procurement process. As the Call for Tender progresses towards the awarded state, more information is included in the exported compressed file.

If the “**EXPORT CFT**” functionality is available, then the “**EXPORT CFT**” button is displayed, within the “**View Cft workspace**” page, to allow the above users to export the documents stored within a Call for Tender workspace.

Task List

10 Results Per page | Displaying: 1-10 | 15 results in total.

Title	ID	Task	Status	Cycle	Deadline	Estimated Value
Procurement of laptops	116956	Define Tender Structure	Draft	1	No deadline is associated with this task	100,000
Procurement of laptops	116956	Associate PO/OS and PO/ES	Draft	1	No deadline is associated with this task	100,000
Procurement for Building construction to host information technology systems	116338	Award Contracts	Evaluation	1	No deadline is associated with this task	100,000
Procurement of hardware system	102817	Export CFT	Awarded	1	No deadline is associated with this task	100,000

Figure 360: Export Cft task

View Cft Workspace

CFT: PROCUREMENT OF HARDWARE SYSTEM (STATUS: AWARDED) MY CFT ROLE IS: PO/TC +PO/OS +PO/ESR Show CFT Menu

EXPORT CFT INFORMATION **EXPORT CFT** COPY AS NEW CLOSE CFT

WORKAREA: technical department

NAME OF CONTRACTING AUTHORITY: Ministry of Health

STATUS: Awarded

NUMBER OF TENDERS SUBMITTED: 2

Figure 361: The “Export Cft” button in the View Cft Workspace page

Upon selecting the “**EXPORT CFT**” button, the export progress is initiated and the above users are notified accordingly and prompted to click on the “**REFRESH PAGE**” button in order check the progress of the export. In case the export is completed, the data file will be available.

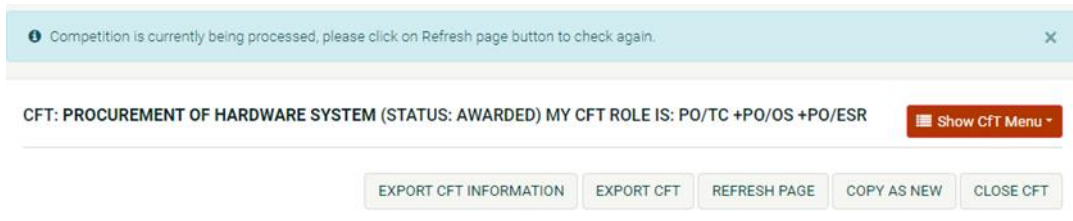


Figure 362: Cft export is initiated and the “Refresh page” button is available

The next step, after the data file has been created through clicking on the “**EXPORT CFT**” button, is to download the file. In order to do this, the system will display another button next to the “**EXPORT CFT**” button, the “**DOWNLOAD CFT**” button. Through clicking on it, the system will prompt the user to download locally the generated data file in a compressed format.

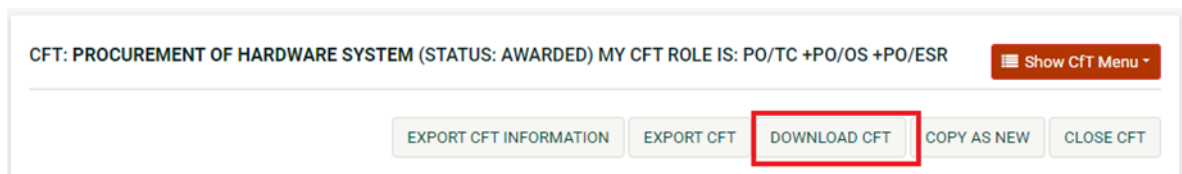


Figure 363: The “Download Cft” button in the View Cft Workspace page

Once the compressed file is exported then a detailed folder structure will be created containing all the files of the respective Call for Tender.

Upon selecting the “**EXPORT CFT INFORMATION**” button, the system returns an XML file including the core Call for Tender information.

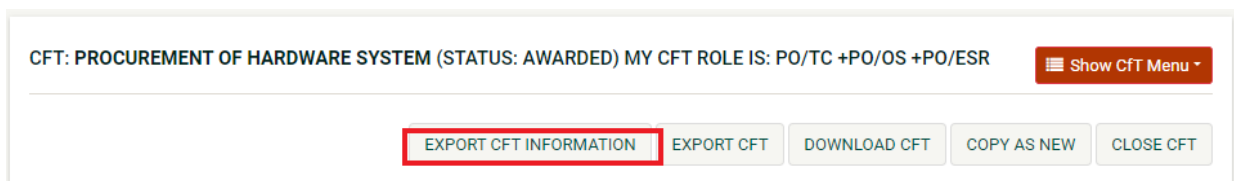


Figure 364: Export Cft Information functionality

16 Automatic Archival of CfTs

Call for Tenders can be archived if they are in the “Awarded” status, and DPS on established status. The system informs the PO/TC user with an automatic notification (email) 3 months before automatic archival (3 years & 9 months after the contract expiration date). Also, the system informs the Economic Operator with the same way.

16.1 View Archived CfTs

In order to access the list of archived CfTs, the PO/TC user selects the “List of archived CfTs” option in the Cft Management panel:

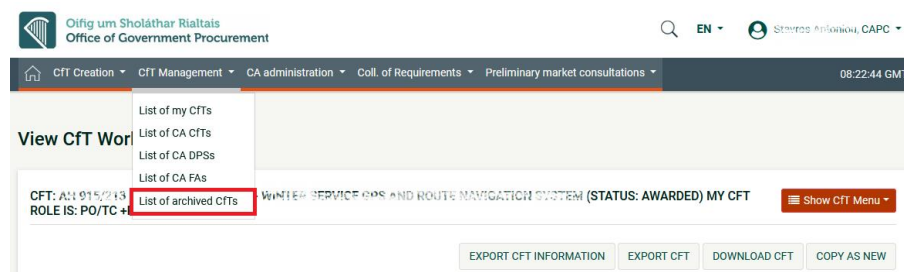


Figure 365: “List of archived CfTs” option in the “Cft Management” list

The platform displays a list of all the archived Call for Tenders. The list displays:

- **CfT title**
- **Resource ID**
- **Type of the CfT**
- **User roles** associated in the particular CfT
- **Status**

In order to preview the details of an archived Call for Tender, the CA user selects the provided link in the “CfT Title” column. The platform will display all details of the Call for Tender in four separate tabs:

1. The “**Call for Tender Workspace Details**” tab displays all details of the Call for Tender.
2. The “**Associated Officers**” tab displays a list of all procurement officers who were associated with the Call for Tender.
3. The “**Awarded Contracts**” tab displays a list of all contracts awarded at the end of the procurement process.

CFT: [redacted] (STATUS: ARCHIVED) MY CFT ROLE IS: PO/TC+PO/OS +PO/ESR Show CFT Menu

Call for Tender Workspace Details **Associated Officers** Awarded Contracts

EDIT CFT WORKSPACE DELETE CFT DOWNLOAD CFT

BUYER ORGANISATION:	Public Sector
STATUS:	Archived
TITLE:	[redacted]
CFT CA UNIQUE ID:	Public Sector-3
EVALUATION MECHANISM:	Price/Cost Effectiveness
DESCRIPTION:	[redacted]
PROCUREMENT TYPE:	Supplies
DIRECTIVE:	2014/24/EU (Classic)
PROCEDURE:	Open
CFT INVOLVES:	A Public Contract
ARTICLE NUMBER:	
CPV CODES:	15000000-Food, beverages, tobacco and related products 16000000-Agricultural machinery 15000000-Clothing, footwear, luggage articles and accessories
INCLUSION OF E-AUCTIONS:	No
NUTS CODES:	CZ
ESTIMATED VALUE (GBP):	[redacted]
ABOVE OR BELOW OJEU THRESHOLD:	Above
TIME LIMIT FOR RECEIPT OF TENDERS OR REQUESTS TO PARTICIPATE:	[redacted]
TENDERS OPENING DATE:	[redacted]
ONE-PHASED SUBMISSION OR TWO-PHASED SUBMISSION:	One phase
CONTRACT AWARDED IN LOTS:	No
EU FUNDING:	No
MULTIPLE TENDERS WILL BE ACCEPTED:	No

Figure 366: Archived Cft, details of the workspace

View CFT Workspace

CFT: [redacted] (STATUS: ARCHIVED) MY CFT ROLE IS: PO/TC+PO/OS +PO/ESR Show CFT Menu

Call for Tender Workspace Details **Associated Officers** Awarded Contracts

First Name	Last Name	Role
[redacted]	[redacted]	PO/TC + PO/OS + PO/ESR
[redacted]	[redacted]	PO/TC + PO/ES

Figure 367: Archived Cft, associated officer's page

View CFT Workspace

CFT: [redacted] (STATUS: ARCHIVED) MY CFT ROLE IS: PO/TC+PO/OS +PO/ESR Show CFT Menu

Call for Tender Workspace Details **Associated Officers** **Awarded Contracts**

Economic Operator	CPV Code	Lots	Contract Value
British Dynamics	15000000		[redacted]

Figure 368: Archived Cft, awarded contracts page

17 Cancellation of a CfT

It is recommended that a Call for Tender cancellation should occur under the below two circumstances:



- 1) **When no supplier has submitted a tender response and the PO/OS user has triggered the unlocking of the tender responses or**
- 2) **When the PO/ESR has failed all the tender responses and finalised their action through the “Post-standstill” functionality.**

A Call for Tender may need to be cancelled at any stage for a variety of reasons. This section explains the process to be followed for such Call for Tender cancellation within eTenders.

The cancellation of a Call for Tender that is advertised to the general public through the publication of a Notice must be preceded by the publication of a Corrigendum Notice informing the general public about the cancellation of the Call for Tender. If on the other hand, a Call for Tender was created without Contract notice publication (e.g. Simplified procedure, Negotiated procedure without advertisement, Specific contract procedure within the context of a Framework Agreement, etc.), such creation/publication of a Corrigendum Notice is not foreseen.

The Call for Tender may be cancelled by one of its PO/TC users. The Call for Tender cancellation process itself is very simple, as the PO/TC user should follow three steps:

- access the “View CfT workspace” page
- click on “**CANCEL CFT**” button
- confirm cancellation

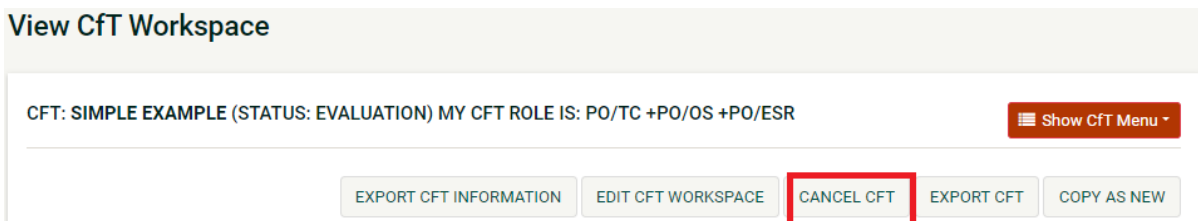


Figure 369: Cancel CfT button

irish-test.eurodyn.com

Are you sure you want to cancel this call for tender?



Figure 370: CfT cancellation confirmation message

After Call for Tender cancellation, a confirmation message about the successful cancellation of the particular Call for Tender will be displayed.

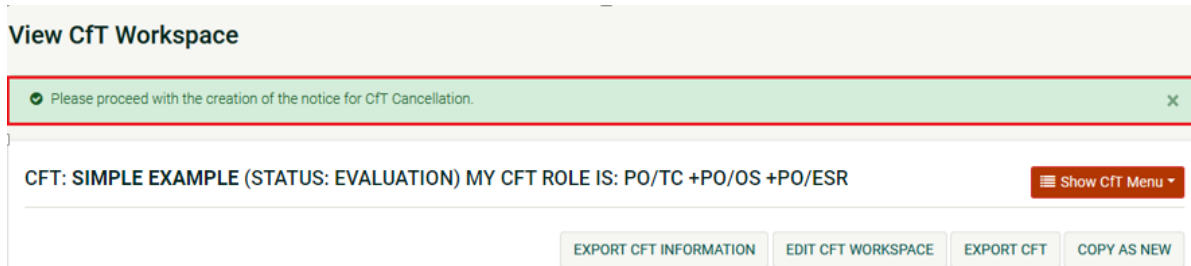


Figure 371: Successful cancelation of a Call for Tender



When a Call for Tender is cancelled, all Call for Tender's granted access rights to all types of users are revoked, while all pending tasks are removed automatically by the service. Only a bare minimum set of access rights remains available to authorized users, covering the needs for future Audits (e.g. view CFT, export/download competition or view messages).

18 Work Requests

The system allows Procurement Officers to manage work request through the system. A CAPC user should click on the “Work requests” option in the “CfT creation” menu and then click on the “**ADD WORK REQUEST**” button.

A work Request can be created with the following core data:

- **Title:** title of the work request.
- **Description:** description of this particular request.
- **Included in Procurement plan**
- **Client Contact name**
- **Acknowledged on:** date of the work request acknowledgement.
- **Specification feedback**
- **Assignee**
- **Creation date** (prefilled from the system)
- **Creator** (prefilled from the system)

Once a work request is created and assigned, the CAPC user is in position to create a Call for Tender workspace including the elements included in the Work Request either, through clicking on the “CfT Creation” > “Create new CfT” option. This allows to commence a new procurement flow for the particular request to purchase.

NOTE: The CAPC/CAPCA user can associate to the CfT created from a work request, a PO/ES user a user from another organisation.

The CAPC/CAPCA user can associate to the CfT created from a work request, a PO/ES user a user from another organisation.

19 Auditing Reports

In order to extract a report on actions performed on the system, the CAPC clicks on the “**Auditing Reports**” link in the “CA administration” menu. The screen is presented below.

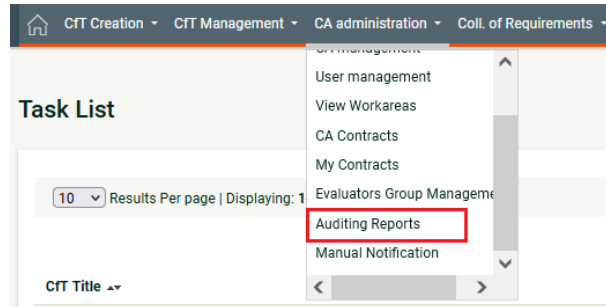


Figure 372: “Auditing reports” option in the “CA administration” menu

The system next displays the Auditing Reports Engine allowing CAPC to query audited actions.

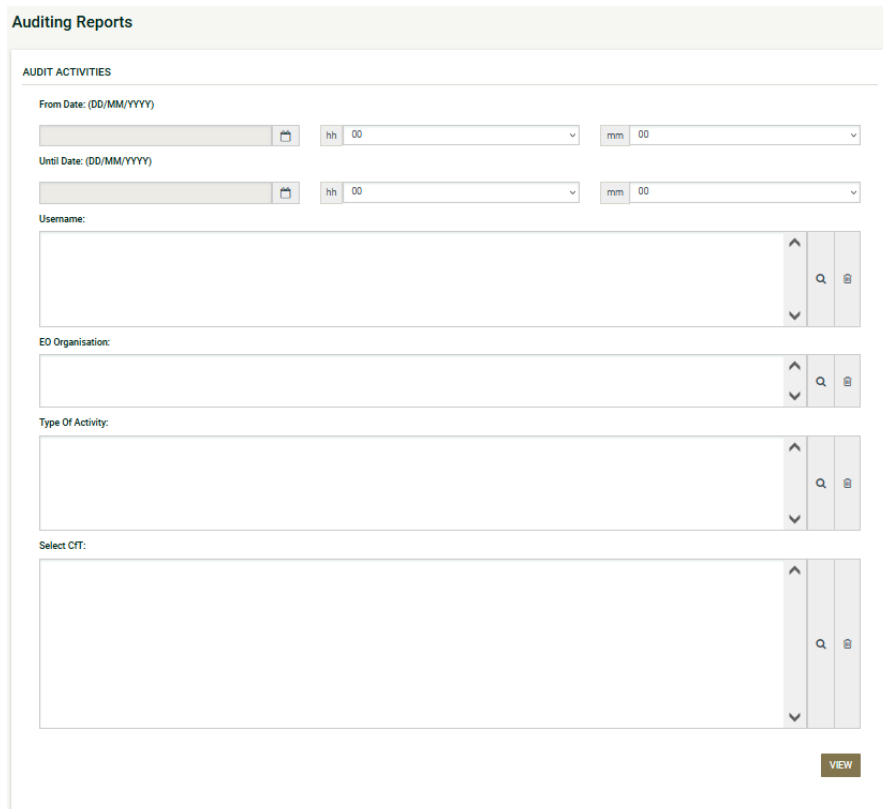

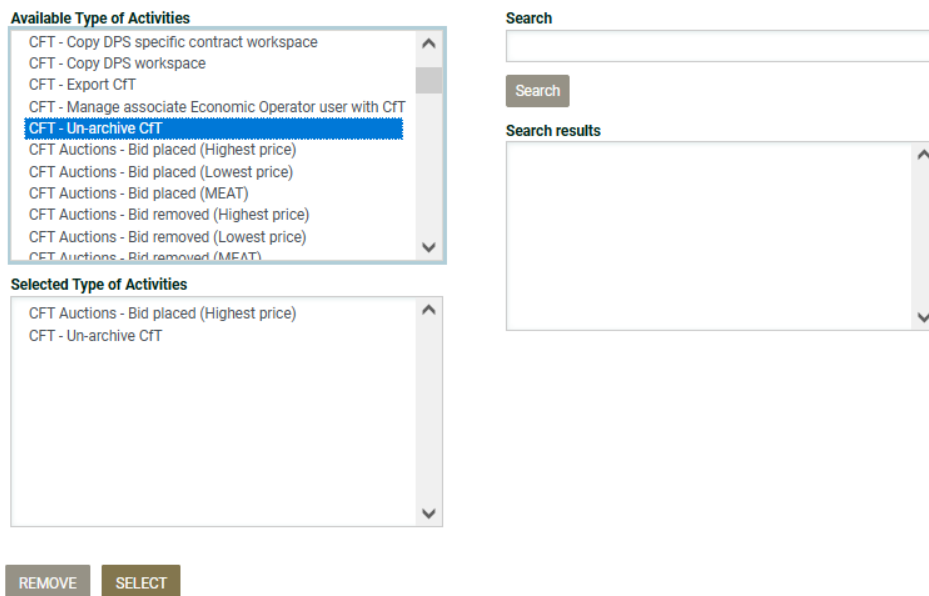
A screenshot of the 'Auditing Reports' screen. The page title is 'Auditing Reports'. Below the title is a section labeled 'AUDIT ACTIVITIES'. This section contains several search filters: 'From Date: (DD/MM/YYYY)' with a date input field and time dropdowns for 'hh' (00) and 'mm' (00); 'Until Date: (DD/MM/YYYY)' with a date input field and time dropdowns for 'hh' (00) and 'mm' (00); 'Username:' with a large text input field and search/clear buttons; 'EO Organisation:' with a large text input field and search/clear buttons; 'Type Of Activity:' with a large text input field and search/clear buttons; and 'Select CFT:' with a large text input field and search/clear buttons. A 'VIEW' button is located at the bottom right of the form.

Figure 373: Auditing Reports screen

The procedure for the report generation involves the following steps:

- Define the report data range by setting the values “From Date: “DD/MM/YYYY)” and “Until Date: (DD/MM/YYYY)”.
- Select the user (e.g. username) whose activities need to be audited.
- Select EO organisation.
- Select the types of activities to be audited:
 - Click on the “

SELECT ACTIVITY



The screenshot displays the 'SELECT ACTIVITY' interface. On the left, there is a list of 'Available Type of Activities' with 'CFT - Un-archive CFT' highlighted. Below this is a list of 'Selected Type of Activities' containing 'CFT Auctions - Bid placed (Highest price)' and 'CFT - Un-archive CFT'. To the right, there is a search bar with a 'Search' button and a 'Search results' area. At the bottom, there are 'REMOVE' and 'SELECT' buttons.

Figure 374: Select Activity

- Select Call for Tender with the types of activities to be audited:
 - Click on the “Q” magnifying glass displayed next to the “Select CFT” field.
 - Double click on a CFT title to add it to the list of selected Call for Tenders.
 - Click on the “SELECT” button.

SELECT CFT

Available CFTs

- AH 117/555 TEST - ROADS AND RIVERS - WINTER SERVICE GPS
- AH 755/322 TEST - ROADS AND RIVERS - WINTER SERVICE GPS
- AH 901/213 DFI - ROADS AND RIVERS - RAINING AND FLOOD PF
- AH 902/213 DFI - DEFENCE - EQUIPMENT AND FACILITIES MAIN
- AH 902/213 DFI - DEFENCE - MEDIC EQUIPMENT AND anti-AIRC
- AH 902/217 DFI - ROADS AND RIVERS - RAINING AND FLOOD**
- AH 908/213 DFI - ROADS AND RIVERS - RAINING STRUCTURES
- AH 908/213 DFI - ROADS AND RIVERS - RAINING STRUCTURES
- AH 915/213 - ROADS AND RIVERS - WINTER SERVICE GPS AND I
- AH 920/213 - ROADS AND RIVERS - WINTER SERVICE GPS AND I

Selected CFTs

- AH 902/217 DFI - ROADS AND RIVERS - RAINING AND FLOOD PF

Search

Search

Search results

SELECT
REMOVE

Figure 375: Select Call for Tender

The values selected in the above steps, which are the criteria for the results. The CAPC clicks on the “VIEW” button and the system generates an auditing report listing all system and user actions, if any, that match the selected auditing parameters.

Auditing Reports

10 Results Per page | Displaying: 1-10 | 19 results in total. Page 1

Type Of Activity	Username	Organisation	Date Created	CFT Name	Description	Secondary OE Name	Secondary Account Name	Error Description	Error Code
User - Email Notifications	SYSTEM	N/A	17/01/2023 01:00:00		Not Available	e-Tendering Automated Notification - Call for Tenders Publication 16/01/2023	supplierdemo	Not Available	Not Available
User - Login success	supplierdemo	ABC Industries	17/01/2023 08:12:28		Not Available	Not Available	supplierdemo-p009oIQ9UwTaeSFvH8Fw***	Not Available	Not Available
CFT Submissions - Accept agreement and confirm user details	supplierdemo	ABC Industries	17/01/2023 08:12:48	DV 112/577 TEST II - ROADS - HIGHWAY MAINTENANCE	Not Available	Not Available	supplierdemo	Not Available	Not Available
CFT Submissions - Tenders page access	supplierdemo	ABC Industries	17/01/2023 08:12:48	DV 112/577 TEST II - ROADS - HIGHWAY MAINTENANCE	Not Available	Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:108.0) Gecko/20100101 Firefox/108.0	Not Available	Not Available	Not Available
CFT Submissions - Upload tender attempt	supplierdemo	ABC Industries	17/01/2023 08:12:29	DV 112/577 TEST II - ROADS - HIGHWAY MAINTENANCE	Not Available	Not Available	Not Available	Not Available	Not Available
CFT Submissions - Upload tender package (Webtop)	supplierdemo	ABC Industries	17/01/2023 08:12:25	DV 112/577 TEST II - ROADS - HIGHWAY MAINTENANCE	Not Available	Not Available	Not Available	Not Available	Not Available
User - Logout	supplierdemo	ABC Industries	17/01/2023 08:12:28		Not Available	Not Available	supplierdemo-p009oIQ9UwTaeSFvH8Fw***	Not Available	Not Available
Syst - Session expired	supplierdemo	ABC Industries	17/01/2023 08:12:28		Not Available	Not Available	supplierdemo-p009oIQ9UwTaeSFvH8Fw***	Not Available	Not Available
User - Login success	supplierdemo	ABC Industries	17/01/2023 08:27:57		Not Available	Not Available	supplierdemo-xxn4Gj8b0g9Vz7TFHjA***	Not Available	Not Available
CFT Submissions - Accept agreement and confirm user details	supplierdemo	ABC Industries	17/01/2023 08:28:10	AH 117/555 TEST - ROADS AND RIVERS - WINTER SERVICE GPS AND ROUTE NAVIGATION SYSTEM	Not Available	Not Available	supplierdemo	Not Available	Not Available

EXPORT RESULTS AS CSV

Figure 376: Generated auditing results

The displayed results may be exported into a spreadsheet through clicking on the “EXPORT RESULTS AS CSV” button.

Type Of Activity	Username	User IP	Protocol	Server N	Date Created	CFT Name	Secondary CE Name	Secondary Account N	Error Description	Error Code
CFT Creation - CFT Creation	buy1	10.250.23	HTTP/1.1	10.254.2	02/09/2015 11:49	DRD - Rathlin Island Harbour Improvem	Not Available	Not Available	Not Available	Not Available
CFT Creation - Edit CFT workspace	buy1	10.250.23	HTTP/1.1	10.254.2	02/09/2015 11:53	DRD - Rathlin Island Harbour Improvem	Not Available	Not Available	Not Available	Not Available
CFT Creation - Define Workflow	buy1	10.250.23	HTTP/1.1	10.254.2	02/09/2015 11:55	DRD - Rathlin Island Harbour Improvem	Not Available	Not Available	Not Available	Not Available
CFT Creation - Import tender struct	buy1	10.250.23	HTTP/1.1	10.254.2	02/09/2015 11:59	DRD - Rathlin Island Harbour Improvem	c4t_90767_1.xml	Not Available	Not Available	Not Available
CFT Creation - Import tender struct	buy1	10.250.23	HTTP/1.1	10.254.2	02/09/2015 12:00	DRD - Rathlin Island Harbour Improvem	c4t_90767_1.xml	Not Available	Not Available	Not Available
CFT Creation - Define Tender Struc	buy1	10.250.23	HTTP/1.1	10.254.2	02/09/2015 12:03	DRD - Rathlin Island Harbour Improvem	c4t_90767_1.xml	Not Available	Not Available	Not Available
CFT Creation - Define Tender Struc	buy1	10.250.23	HTTP/1.1	10.254.2	02/09/2015 12:39	DRD - Rathlin Island Harbour Improvem	c4t_90767_2.xml	Not Available	Not Available	Not Available
CFT Creation - Associate users to C	buy1	10.250.23	HTTP/1.1	10.254.2	02/09/2015 14:51	DRD - Rathlin Island Harbour Improvem	Not Available	Not Available	Not Available	Not Available
CFT Creation - CFT Creation	buy1	10.250.23	HTTP/1.1	10.254.2	03/09/2015 11:35	DOJ FSN: Human Identification Genetic	Not Available	Not Available	Not Available	Not Available
CFT Creation - Edit CFT workspace	buy1	10.250.23	HTTP/1.1	10.254.2	03/09/2015 11:36	DOJ FSN: Human Identification Genetic	Not Available	Not Available	Not Available	Not Available
CFT Creation - Define Workflow	buy1	10.250.23	HTTP/1.1	10.254.2	03/09/2015 11:36	DOJ FSN: Human Identification Genetic	Not Available	Not Available	Not Available	Not Available
CFT Creation - CFT Creation	mcapc	10.250.23	HTTP/1.1	10.254.2	17/11/2015 10:23	Dissemination of Best Practice Researc	Not Available	Not Available	Not Available	Not Available
CFT Creation - Edit CFT workspace	mcapc	10.250.23	HTTP/1.1	10.254.2	17/11/2015 10:23	Dissemination of Best Practice Researc	Not Available	Not Available	Not Available	Not Available
CFT Creation - Define Workflow	mcapc	10.250.23	HTTP/1.1	10.254.2	17/11/2015 10:25	Dissemination of Best Practice Researc	Not Available	Not Available	Not Available	Not Available
CFT Creation - Define Tender Struc	mcapc	10.250.23	HTTP/1.1	10.254.2	17/11/2015 10:35	Dissemination of Best Practice Researc	c4t_110152_1.xml	Not Available	Not Available	Not Available
CFT Creation - Associate users to C	mcapc	10.250.23	HTTP/1.1	10.254.2	17/11/2015 10:56	Dissemination of Best Practice Researc	Not Available	Not Available	Not Available	Not Available
CFT Creation - CFT Creation	mcapc	10.250.23	HTTP/1.1	10.254.2	12/04/2016 13:41	Valuation, Building Survey and Cost Con	Not Available	Not Available	Not Available	Not Available
CFT Creation - Edit CFT workspace	mcapc	10.250.23	HTTP/1.1	10.254.2	12/04/2016 13:50	Valuation, Building Survey and Cost Con	Not Available	Not Available	Not Available	Not Available

Figure 377 : Exported Auditing Report

The Audit mechanism allows users to extract / audit all system actions associated to the Call for Tenders under the responsibility of the particular user. These auditing results can be exported in a CSV export file, in order to analyse the interactions between the users and the system.

20 Additional Functionality

20.1 Navigation within the Notice Form

The Form Fill Tool (FFT) provides all functionality necessary to create and navigate within the notice form. The navigation menu of the FFT displays all sections of the notice. The user can navigate through all completed sections through clicking on the appropriate item in the navigation menu.

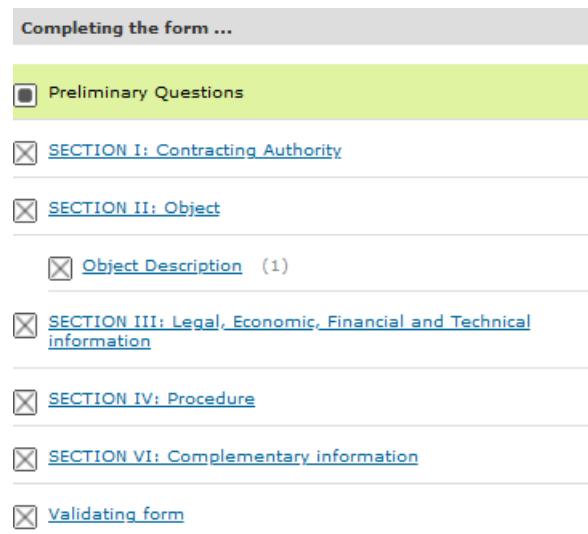


Figure 378: Navigation menu for the FFM tool

In addition to the navigation menu, the Form Filling tool provides the following functionality:

Next	Navigate to the next section
Previous	Navigate to the previous section
Exit	Exit the Form Filling Tool
Save Draft	Save the Notice as Draft (further modifications are allowed)
Save Final	Save the Notice as Final (no further modifications are allowed)
Prepare for approval	Prepare the notice for review and approval

The below figure depicts an example screenshot for the Form Filling Tool. The majority of data fields get pre-filled based on the information provided during the creation of a new Call for Tender.

Figure 379: Example of FFT

The FFM tool detects possible inconsistencies or failure to meet OJEU/ TED validation rules within the notice form and alerts the user. Furthermore, the FFM tool will also alert the user in case some mandatory information or fields are missing.

Field *Lodging Appeals* is pre-populated with Contracting Authority-specific information (F2: Section VI 4.2, F5: Section VI 4.2, F7: Section VI 3.2, F10: Section VI 3.2, F12: Section VI 3.2, F15: Section VI 3.2, F17: Section VI 4.2). When preparing any of those notices online, the default text is pre-filled and displayed in editable mode for further user configuration.

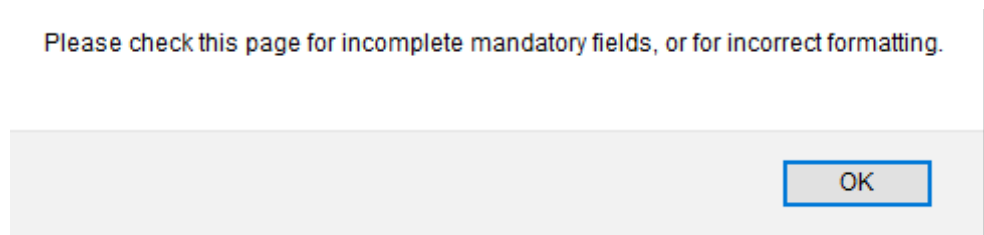


Figure 380: FFT field conditions are not met

After completing the entire notice form, in the last page, the user can save the form (as draft or final), or prepare for approval, and exit.

The screenshot displays the 'Create Notice' interface for a 'CONTRACT AWARD NOTICE - ABOVE THRESHOLD'. At the top, there are 'Exit' and 'Save Draft' buttons. Below this, a progress bar indicates the completion status of various sections. On the left, under 'Completing the form ...', sections like 'Preliminary Questions', 'SECTION I: Contracting Authority', 'SECTION II: Object', 'SECTION IV: Procedure', and 'SECTION VI: Complementary information' are marked as complete with checkmarks. 'Validating form' is currently active and highlighted in green. On the right, under 'STEPS TO PUBLISH THIS NOTICE:', three steps are listed: 1. Form validation (completed), 2. Form filling (completed, with a red box around 'Save Final' button), and 3. Save Notice as Final (with a red box around 'Save Final' button). A red box also highlights the 'Save Final' button in the bottom navigation bar.

Figure 381: Save Notice/ Prepare for Approval within FFT

20.2 Inserting Common Procurement Vocabulary Codes (CPV)

In order to insert a Common Procurement Vocabulary (CPV) code, the platform provides a code selector functionality accessible when the user clicks on the




“  ”search icon next to the field:



Figure 382: CPV codes field

In the CPV code selection window, the following functionality is provided:

1. Select a CPV code from the main CPV window:
 - A detailed presentation of all codes in the tree hierarchy is enabled through using the “  ” and “  ” signs.

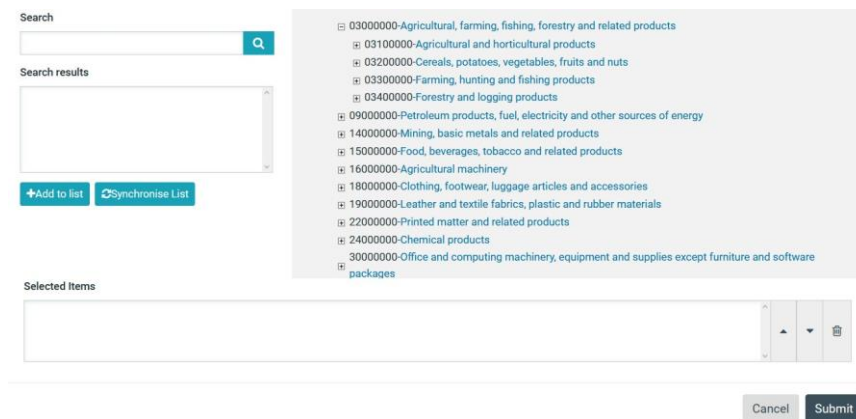





Figure 383: Hierarchical structure of CPV codes

- Double clicking on a CPV code adds it to the list of the selected items:
 - All selected codes are included in the selected items window
 - Functionality is provided to define the presentation order of several CPV codes through using “  ” and “  ” buttons. In addition the user can delete a selected CPV code through using the “  ” button.

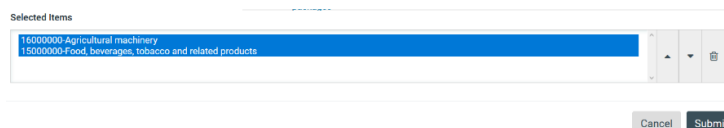


Figure 384: Selected CPV codes

2. The user can use the search functionality of a CPV code:

- The user provides the title or the number of the code (entire or partial description) in the search field.
- The user clicks on the “SEARCH” button.
- The results are displayed in the search results panel. Selecting a CPV code and clicking on the “Add to the List” button will include the CPV code in the selected items.

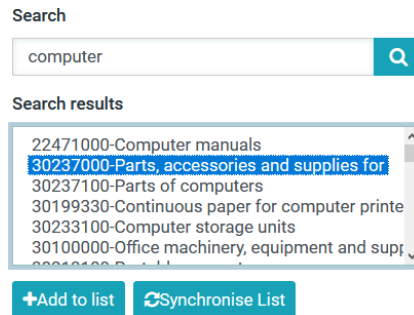


Figure 385: CPV search functionality

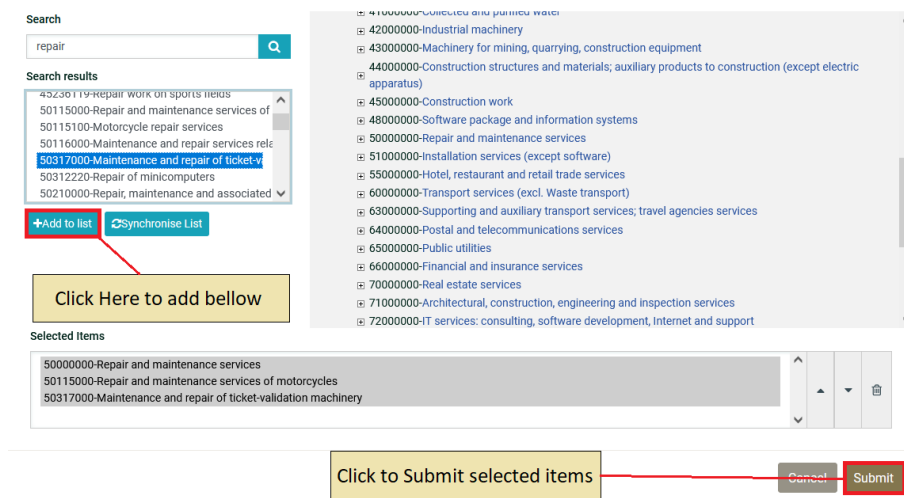


Figure 385: Selection of CPV codes

Finally, the user selects the “SUBMIT” button to submit the selected codes to the application. All selected codes are, then, presented in the corresponding field.



Figure 386: Submitted CPV codes

20.3 Insert Nomenclature of Territorial Units for Statistics Codes

In order to insert a code for the Nomenclature of Territorial Units for Statistics Codes (NUTS), a code selector functionality is also provided and accessible to the user, by selecting the search icon next to the NUTS field:



Figure 387: NUTS codes field

In the NUTS selection window, the following functionality is provided:

1. Select a NUTS code from the main NUTS window.
 - A detailed presentation of all codes in the tree hierarchy is possible using The + & - buttons.

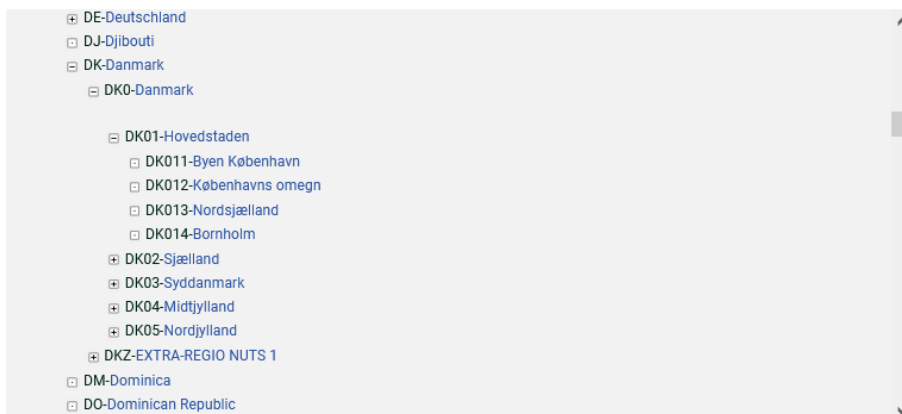



Figure 388: Hierarchical structure of NUTS codes

- Double clicking on the NUTS code adds it to the list of the selected items. The user can delete a selected NUTS code using the “” button.



Cancel Submit

Figure 389: Selected NUTS code

2. The user can use the search functionality of a NUTS code:

- The user provides the title or the number of the code (entire or partial description) in the search field.
- The user clicks on the “SEARCH” button.
- The results are displayed in the search results window. Selecting a NUTS code and selecting the button “Add to the List” will include the NUTS code in the selected items.

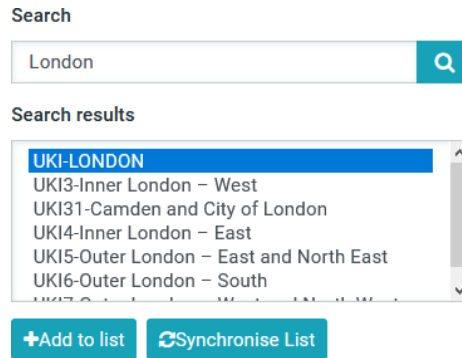


Figure 390: NUTS search functionality

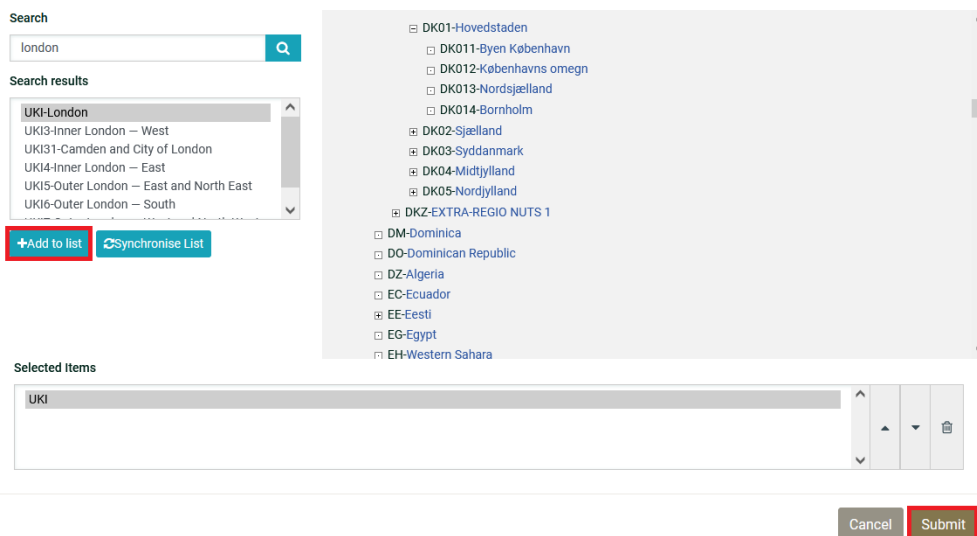


Figure 391: Selection of NUTS codes

Finally, the user clicks on the “SUBMIT” button to submit the selected codes to the application. All selected codes are then inserted in the corresponding field.



Figure 392: Submitted NUTS codes



21 Helpdesk contact details

helpdesk contact details	
Email address	irish-eproc-helpdesk@eurodyn.com
Telephones	+353 818001459