

Tender Submission & flow

Training Workshop

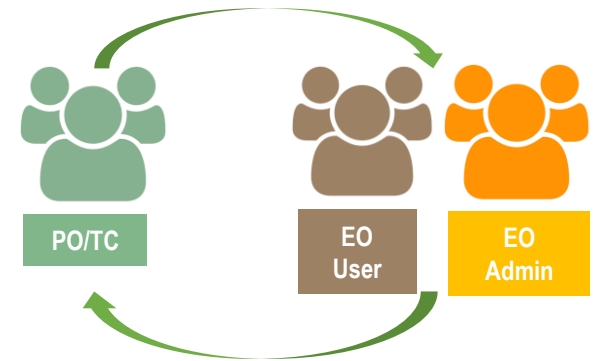
Functional components



Management of submission flow:

- Support for all procedures relating to the **submission of tenders**
- **Creation of response (tender)** using the structured questionnaire
- Possible use of **company certificates** or **ESPD**
- Loading, **encryption** and submission of tenders
- Exchange of **questions and answers or clarifications** between contracting authorities and companies.

Tender Submission




View Tenders

i Tender submission is now open. ×

CFT: TEST MANDATORY

Show Cft Menu ▾

- Cft core information
- Cft documents
- Tender**
- Withdraw Eol
- Specify Alerts
- Messaging
- Automated notifications

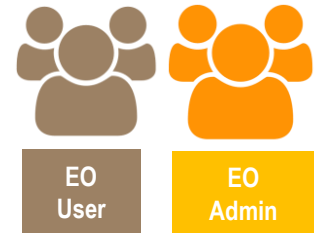
Create Tender Online 

Select the Green Button to Create Tender Online

No Need to install any software or tools !

**Several user from same company can access
same tender response at same time**

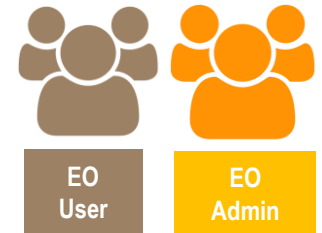
Online Tender Submission



1. Edit tender
(before you start)

2. Submit Tender
(when you finish)

Online Tender Submission



Eligibility/ Technical / Financial (3 envelopes)

Procurement of Laptops 2024
[30469] my test tender

COMPLETION 0% **TIME LEFT** 3 Days 15 Hours

ELIGIBILITY CRITERIA 0%
TECHNICAL 0%
FINANCIAL 0%
DOCUMENT LIBRARY

Modify Tender Title
Completion Summary
Workspace Details
History
Related Responses

1. Edit tender (before you start) (Annotation pointing to the 'Edit' option in the dropdown menu)

2. Submit Tender (when you finish) (Annotation pointing to the 'Submit' button)

Access the content of each envelope and prepare response (Annotation pointing to the 'ELIGIBILITY CRITERIA' section)

This icon shows that no tender files have been attached (Annotation pointing to the document icon in the question area)

1.1. Is your company above 5 employees ? *

yes
 no

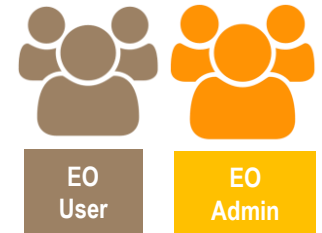
2. section BIS

Submit
Delete
Edit

Info 'Edit' the tender in order to edit it.

HELP LEGAL NOTICE

Online Tender Submission



Eligibility/ Technical / Financial (3 envelopes)

**1. Edit tender
(before you start)**



The screenshot shows the tender submission interface for 'Procurement of Laptops 2024'. The tender ID is [30469] my test tender. The completion status is 0% and the time left is 3 days and 15 hours. The interface is divided into several sections:

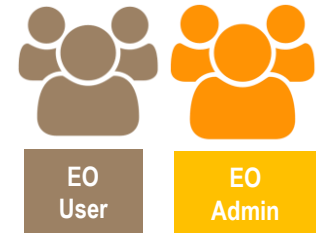
- COMPLETION:** Shows a progress indicator at 0% and a printer icon.
- TIME LEFT:** Shows 3 Days and 15 Hours.
- ELIGIBILITY CRITERIA:** A section with a 0% completion indicator.
- TECHNICAL:** A section with a 0% completion indicator.
- FINANCIAL:** A section with a 0% completion indicator.
- DOCUMENT LIBRARY:** A section with a document icon.
- Modify Tender Title:** A section with a pencil icon.
- Completion Summary:** A section with a document icon.
- Workspace Details:** A section with a document icon.
- History:** A section with a document icon.
- Related Responses:** A section with a document icon.

The main content area displays the following sections:

- 1. Qualification Section:** Contains a question: "1.1. Is your company above 5 employees ? *". The options are "yes" and "no". The text "Select one option" is displayed to the right of the options.
- 2. section BIS:** A section with a warning icon.

A dropdown menu is open over the 'Submit' button, showing options: 'Delete' and 'Edit'. A yellow callout box points to the 'Edit' option with the text: "1. Edit tender (before you start)".

Online Tender Submission



Eligibility/ Technical / Financial (3 envelopes)

Procurement of Laptops 2024

[30469] my test tender

**1. Edit tender
(before you start)**

Submit



COMPLETION



TIME LEFT

3 15
Days Hours

0% ELIGIBILITY CRITERIA

0% TECHNICAL

0% FINANCIAL

DOCUMENT LIBRARY

- Modify Tender Title
- Completion Summary
- Workspace Details
- History
- Related Responses

1. Qualification Section

1.1. Is your company above 5 employees ? *

- yes
- no

This icon shows that no tender files have been attached
Click on it !



2. section BIS

Online Tender Submission



EO
User

EO
Admin



Eligibility/ Technical / Financial (3 envelopes)

Procurement of Lap
[30469] my test tender

COMPLETION 25% TIME LEFT 3 Days 15 Hours

- 50% ELIGIBILITY CRITERIA
- 0% TECHNICAL
- 0% FINANCIAL
- DOCUMENT LIBRARY

Modify Tender Title
Completion Summary
Workspace Details
History
Related Responses

Upload Files

Only files associated with one or more criteria will be submitted.
If you see "OFFLINE" at the left of the page instead of "Eligibility/Technical/Financial", then please upload a single zip file, with all your tender documents.

Upload Files ⓘ
File size Limit: 250 MB | Total space per response 500 MB

Choose Files Choose Files or drag & drop here

Upload queue ⓘ
Queue length: 2

Name	Size	Progress	Status	Actions
EN_F02.pdf	167 KB	100%	🟢	⌵ ⬆️ ✕
EN_F05.pdf	167 KB	100%	🟢	⌵ ⬆️ ✕

Queue progress:

Upload Cancel Remove

Back

**Choose Files on your computer
Upload them then
click on "Back" to associate them
to a criteria**

Submit

Success
File uploaded

HELP LEGAL NOTICE European Dynamics ©2010-2011

Online Tender Submission



EO
User

EO
Admin



Eligibility/ Technical / Financial (3 envelopes)

Procurement of Lap
[30469] my test tender

COMPLETION 25% TIME LEFT 3 Days 15 Hours

50% ELIGIBILITY CRITERIA
0% TECHNICAL
0% FINANCIAL
DOCUMENT LIBRARY

Modify Tender Title
Completion Summary
Workspace Details
History
Related Responses

Select Reference Files For

Only files associated with one or more criteria will be submitted.
If you see "OFFLINE" at the left of the page instead of "Eligibility/Technical/Financial", then please upload a single zip file, with all your tender documents.

Is your company above 5 employees ?

<input type="checkbox"/>	Filename	Title
<input checked="" type="checkbox"/>	EN_F02.pdf	N/A
<input checked="" type="checkbox"/>	EN_F05.pdf	N/A

Enter comment/s

Upload a new file Cancel Save

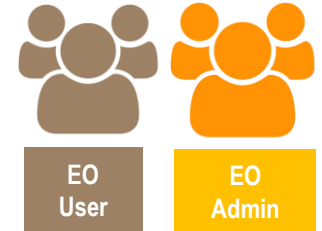
Tick files to associate them to a criteria

Only associated files are submitted !

2. section BIS

Submit

Online Tender Submission



Eligibility/ Technical / Financial (3 envelopes)

The screenshot shows the 'Procurement of Laptops 2024' tender submission interface. The top navigation bar includes the tender title, a completion progress indicator (25%), and a time left timer (3 Days 15 Hours). The main content area displays the '1. Qualification Section' with a question: '1.1. Is your company above 5 employees ? *'. The user has selected 'yes'. A callout box points to a document icon, stating: 'Make Sure you attached files to questions' and 'This icon turns to white when file are associated !'. Another callout box points to the 'REFERENCED FILES' section, stating: 'Associated file names is displayed'. The referenced files are 'EN_F02.pdf , EN_F05.pdf'. A '2. section BIS' is also visible with a warning icon. A success message at the bottom right reads: 'Success The associated files has been updated'. The footer contains 'HELP LEGAL NOTICE' and 'European Dynamics ©2010-20'.

Online Tender Submission



EO
User

EO
Admin



Eligibility/ Technical / Financial (3 envelopes)



The screenshot shows the 'Procurement of Laptops 2024' tender page. The top navigation bar includes the tender title, a reference number '[30469] my test tender', and a 'Submit' button. Below the navigation bar, there are two progress indicators: 'COMPLETION' at 75% and 'TIME LEFT' showing 3 days and 15 hours. A sidebar on the left lists the tender sections: 'ELIGIBILITY CRITERIA' (100%), 'TECHNICAL' (0%), 'FINANCIAL' (100%), and 'DOCUMENT LIBRARY'. The main content area shows the '1. Technical response' section with a sub-section '1.1. Please describe here the laptops that you can deliver *'. A yellow callout box points to the 'TECHNICAL' section in the sidebar and contains the text: 'Fill the content of all displayed envelopes. You can click on **Submit** tender only when all envelopes show 100%'. The 'Submit' button in the top right is currently disabled.

Online Tender Submission

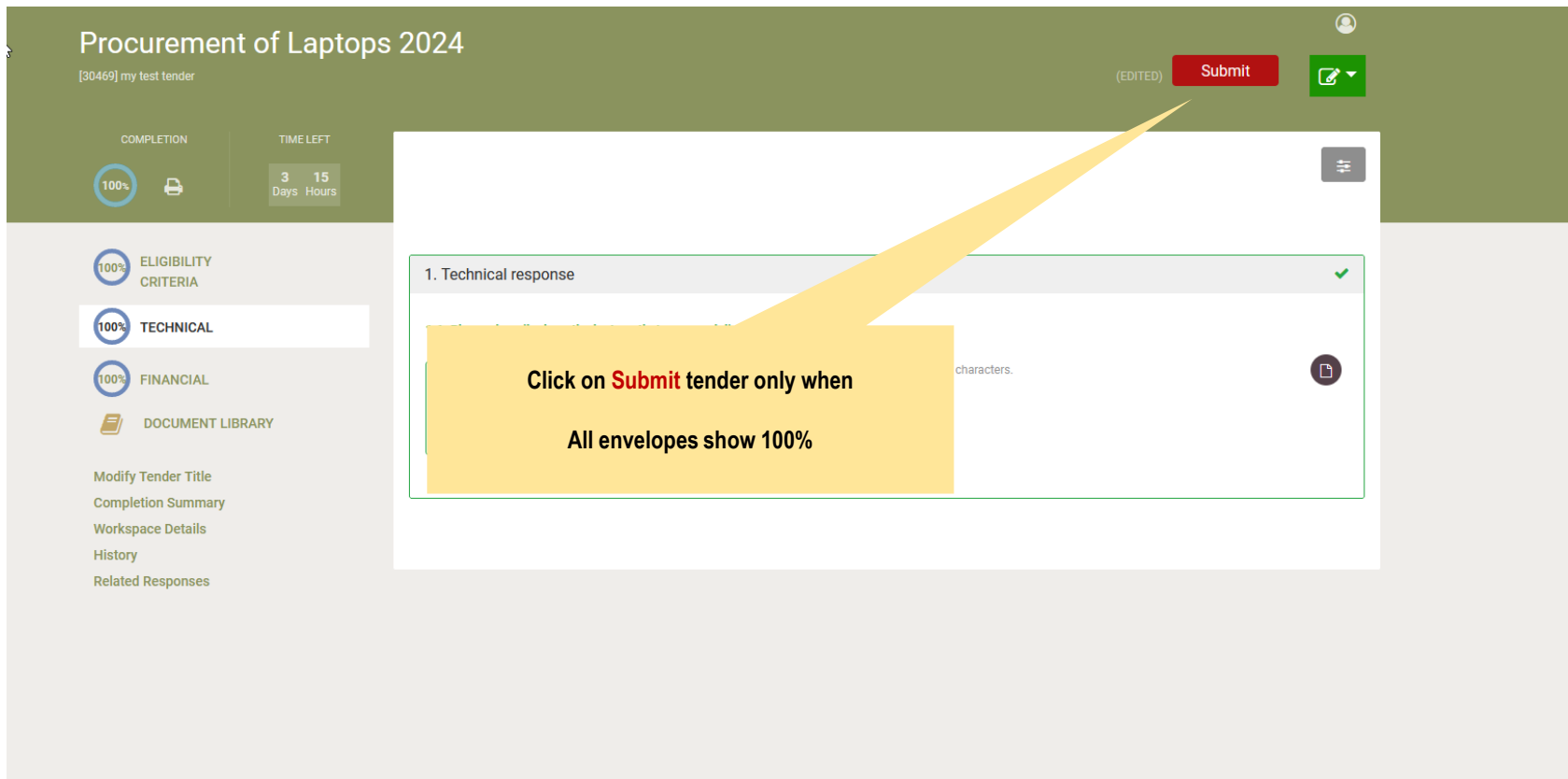


EO
User

EO
Admin



Eligibility/ Technical / Financial (3 envelopes)



The screenshot shows the 'Procurement of Laptops 2024' interface. At the top, it displays the tender title and a red 'Submit' button. Below the title, there are two progress indicators: 'COMPLETION' at 100% and 'TIME LEFT' showing 3 Days and 15 Hours. A left sidebar contains a list of sections: 'ELIGIBILITY CRITERIA' (100%), 'TECHNICAL' (100%), 'FINANCIAL' (100%), and 'DOCUMENT LIBRARY'. Below these are links for 'Modify Tender Title', 'Completion Summary', 'Workspace Details', 'History', and 'Related Responses'. The main content area shows a '1. Technical response' section with a green checkmark. A yellow callout box points to the 'Submit' button and contains the text: 'Click on **Submit** tender only when All envelopes show 100%'. A character count 'characters.' is visible at the bottom right of the response area.

Online Tender Submission

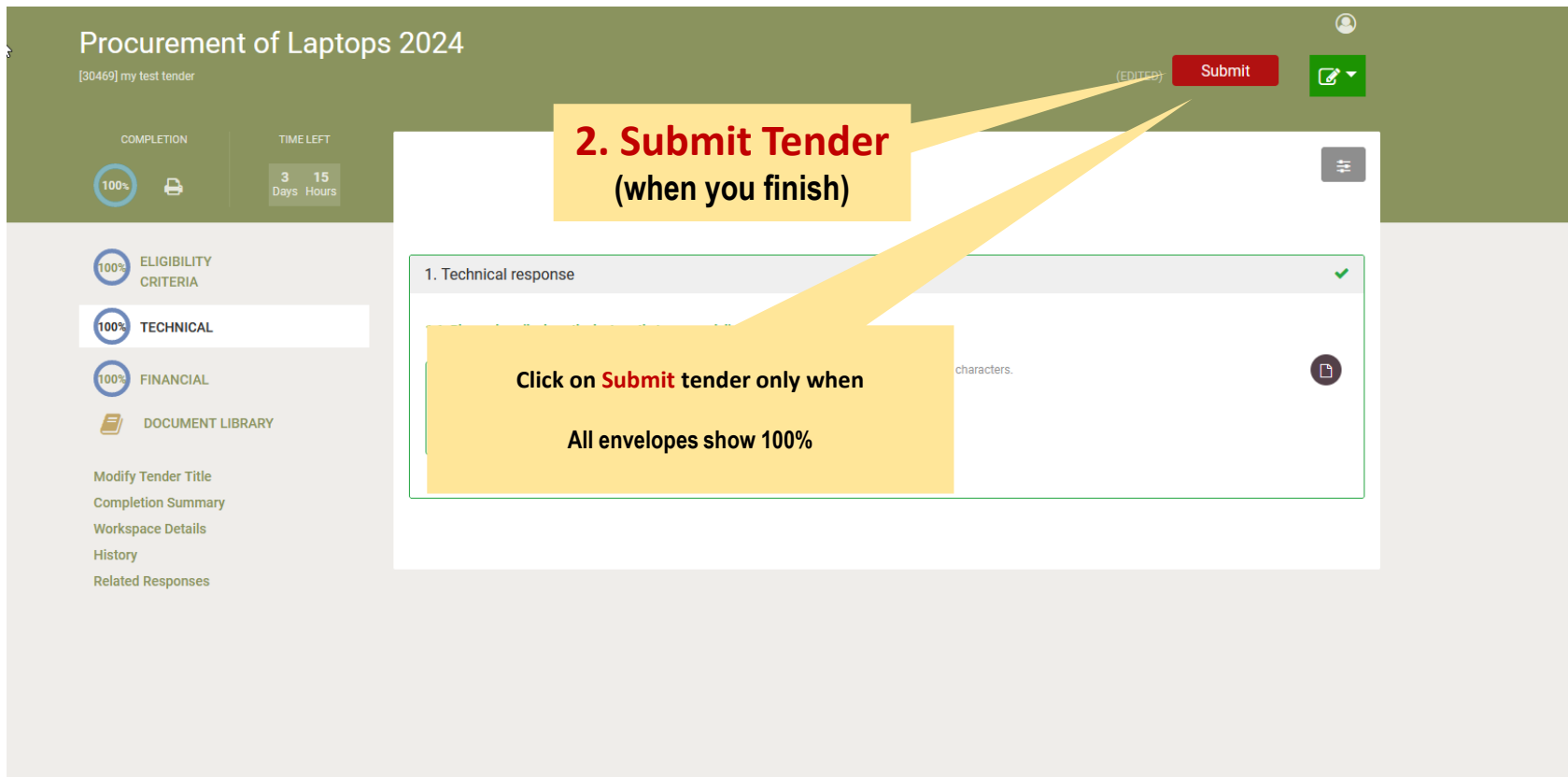


EO
User

EO
Admin



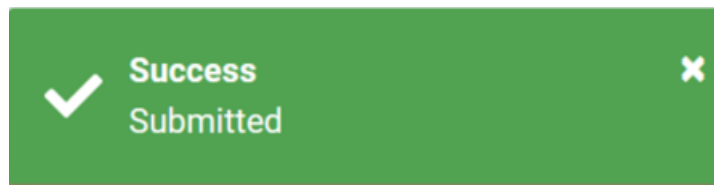
Eligibility/ Technical / Financial (3 envelopes)



The screenshot shows the 'Procurement of Laptops 2024' interface. At the top, it displays the tender title and a 'Submit' button. Below this, there are progress indicators for 'COMPLETION' (100%) and 'TIME LEFT' (3 Days 15 Hours). A sidebar on the left lists completion status for 'ELIGIBILITY CRITERIA', 'TECHNICAL', and 'FINANCIAL', all at 100%. A central text box with a yellow background and red text reads: '2. Submit Tender (when you finish)'. Below this, another yellow text box says: 'Click on Submit tender only when All envelopes show 100%'. The main content area shows a '1. Technical response' section with a green checkmark and a character count.

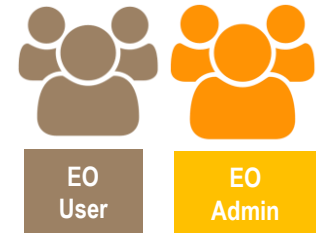
Tips – for Submission

- At the end do not forget to click on **SUBMIT** tender (when you finish)

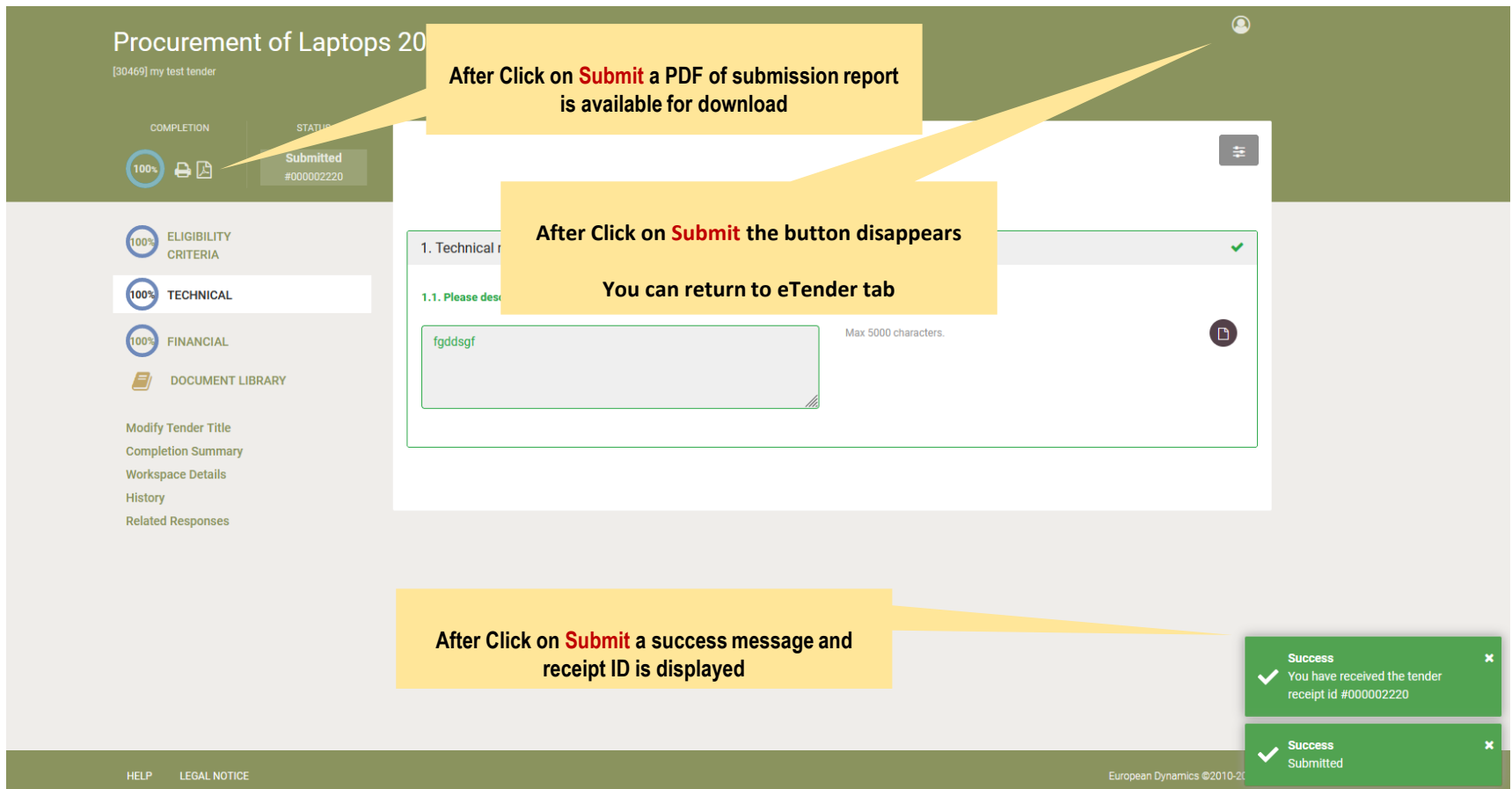


- After tender submission always check that you see **green ticks** and can access the **tender submission report**.
- Also check that you receive an **email notification** after Tender Submission.

Online Tender Submission



Eligibility/ Technical / Financial (3 envelopes)



Procurement of Laptops 20...
[30469] my test tender

COMPLETION: 100%
STATUS: Submitted #000002220

100% ELIGIBILITY CRITERIA
100% TECHNICAL
100% FINANCIAL
DOCUMENT LIBRARY

Modify Tender Title
Completion Summary
Workspace Details
History
Related Responses

1. Technical r... ✓
1.1. Please des...
fgddsgf Max 5000 characters.

Success
✓ You have received the tender receipt id #000002220

Success
✓ Submitted

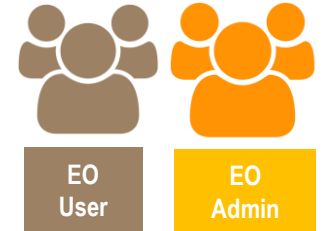
HELP LEGAL NOTICE European Dynamics ©2010-21

After Click on **Submit a PDF of submission report is available for download**

After Click on **Submit the button disappears**
You can return to eTender tab

After Click on **Submit a success message and receipt ID is displayed**

Online Tender Submission



Eligibility/ Technical / Financial (3 envelopes)

← → ↻ 🔒

Oifig um Sholáthar Rialtais
Office of Government Procurement

EN steve black, Economic Operator Admin

CFT Management EO administration Primary market 08:57:42 IST

View Tenders

Tender submission is now open.

CFT: PROCUREMENT OF LAPTOPS 2024 Show CFT Menu

Cycle 1

List of submitted Tenders

#	Submitted By	Name	View Tender	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	T/P conformance	Status	D/P match result	Received on Time
<input type="checkbox"/>	1	asup1	my test tender			000002220	25/08/2023 08:57:22	✓	✓	✓	✓

VIEW REMOVE

✓ All items submitted/Hash match | ⚠ Additional Items will be needed | ❌ Missing Items/Hash mismatch/Late Submission

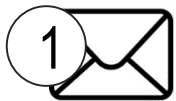
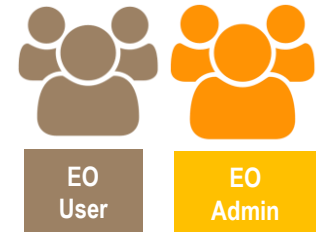
▶ List of draft Tenders

**After you successfully refresh the page,
Tender Submitted and PDF report accessible!**

Tips – for Submission

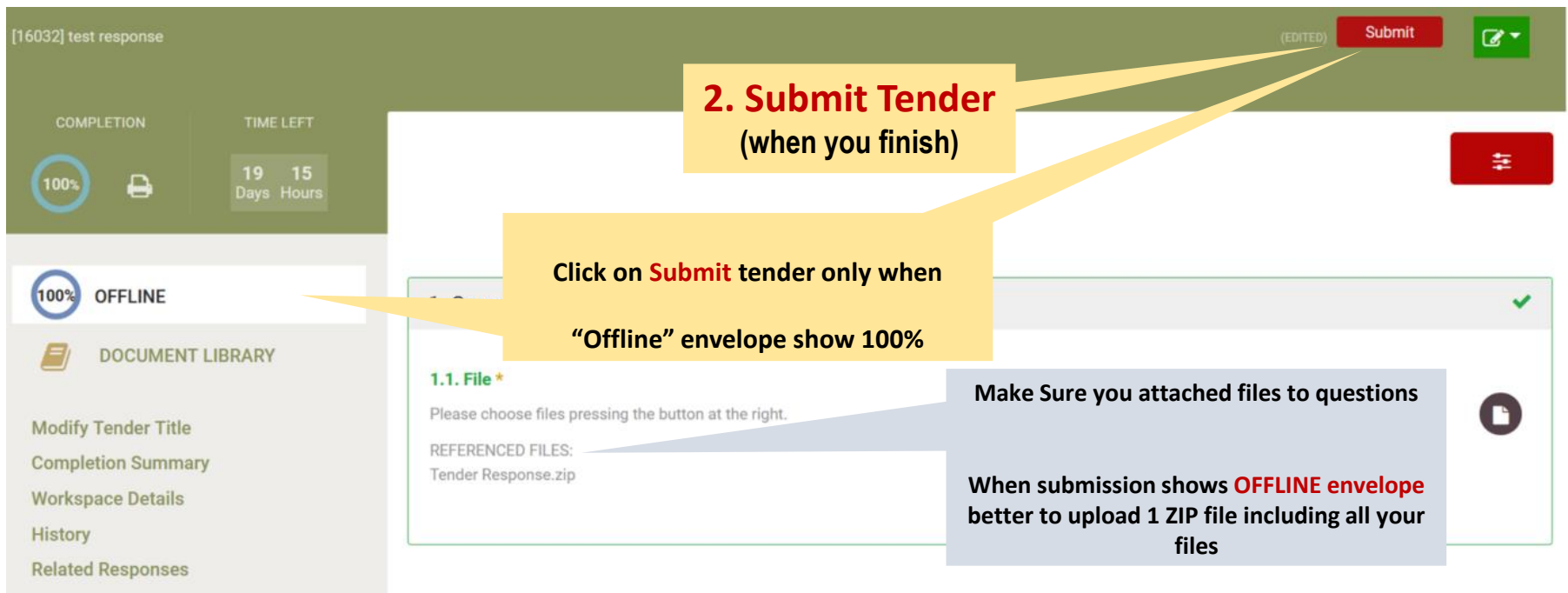
- No Submission is allowed after the Tender Submission deadline !
- Incomplete Tenders are not accepted!
- In case of issue with system usage contact the Support well before the deadline ! (not last day and last hour).
- when a contract is Awarded to your company, you will receive a Task on your landing page to **Accept the Award**

Online Tender Submission - Tips



Single Offline envelope – « Post Box »

Process is the same as for 3 envelopes (Eligibility/ Technical/ Financial), but only 1 envelope is displayed !



2. Submit Tender (when you finish)

Click on **Submit** tender only when "Offline" envelope show 100%

Make Sure you attached files to questions

When submission shows **OFFLINE** envelope better to upload 1 ZIP file including all your files

16032] test response (EDITED) Submit

COMPLETION 100% TIME LEFT 19 Days 15 Hours

100% OFFLINE

DOCUMENT LIBRARY

Modify Tender Title
Completion Summary
Workspace Details
History
Related Responses

1.1. File *
Please choose files pressing the button at the right.
REFERENCED FILES:
Tender Response.zip

Tips

- Already submitted tenders are **not editable**. To provide new information or edit the already submitted information. The user should create a new tender submission.
- **Certificates / ESPD** response should be added under supplier's profile (EO Administration > EO Management > E-Attestations / ESPD).
- In order to contact the Contracting Authority please click on the CfT's title > Show CfT Menu > Messaging.
- In case you edit the tender with other colleagues one user edits the tender (**locked for editing**) while the other user can visualise the changes being made.

Online Tender Submission - Tips

The screenshot shows the 'Document Library' section of an e-Procurement system. On the left, there is a sidebar with progress indicators for 'ELIGIBILITY CRITERIA', 'TECHNICAL', and 'FINANCIAL', all at 0%. Below these is the 'DOCUMENT LIBRARY' section with options to 'Modify Tender Title', 'Completion Summary', 'Workspace Details', 'History', and 'Related Responses'. The main area displays a 'Document Library' with a message: 'Only files associated with one or more criteria will be submitted'. Below this is an 'Upload Files' section with a file size limit of 100 MB and a total space of 100 MB. There are 'Choose Files' and 'Choose Files & drop' buttons. A table lists three files: EN_F02.pdf (167 KB, 0% progress), EN_F05.pdf (167 KB, 0% progress), and EN_F08.pdf (148 KB, 0% progress). At the bottom, there is a 'Queue progress' bar, 'Upload', 'Cancel', and 'Remove' buttons, and an 'Uploaded Files' section. A callout box points to the 'Upload' button, stating 'If the upload button is disabled!'. Another callout box points to the 'Choose Files' button, stating 'If I managed to select my files here, but'. A third callout box points to the progress indicators, stating 'If I keep seeing 0 % here'. A fourth callout box points to the 'Upload' button, stating 'If I keep seeing this message!'. A fifth callout box points to the top right corner, stating 'Then I have not clicked on 1. Edit tender (before you start)'. A sixth callout box points to the bottom right corner, stating 'Info Edit the tender in order to edit it.'

Then I have not clicked on 1. Edit tender (before you start)

Only files associated with one or more criteria will be submitted

Upload Files
File Size Limit: 100 MB | Total space per response 100 MB

Choose Files **Choose Files & drop**

If I managed to select my files here, but

If I keep seeing 0 % here

Name	Size	Progress	Status	Actions
EN_F02.pdf	167 KB	0%	<input type="radio"/>	
EN_F05.pdf	167 KB	0%	<input type="radio"/>	
EN_F08.pdf	148 KB	0%	<input type="radio"/>	<input type="button" value="⬆️"/> <input type="button" value="✖️"/>

Queue progress:

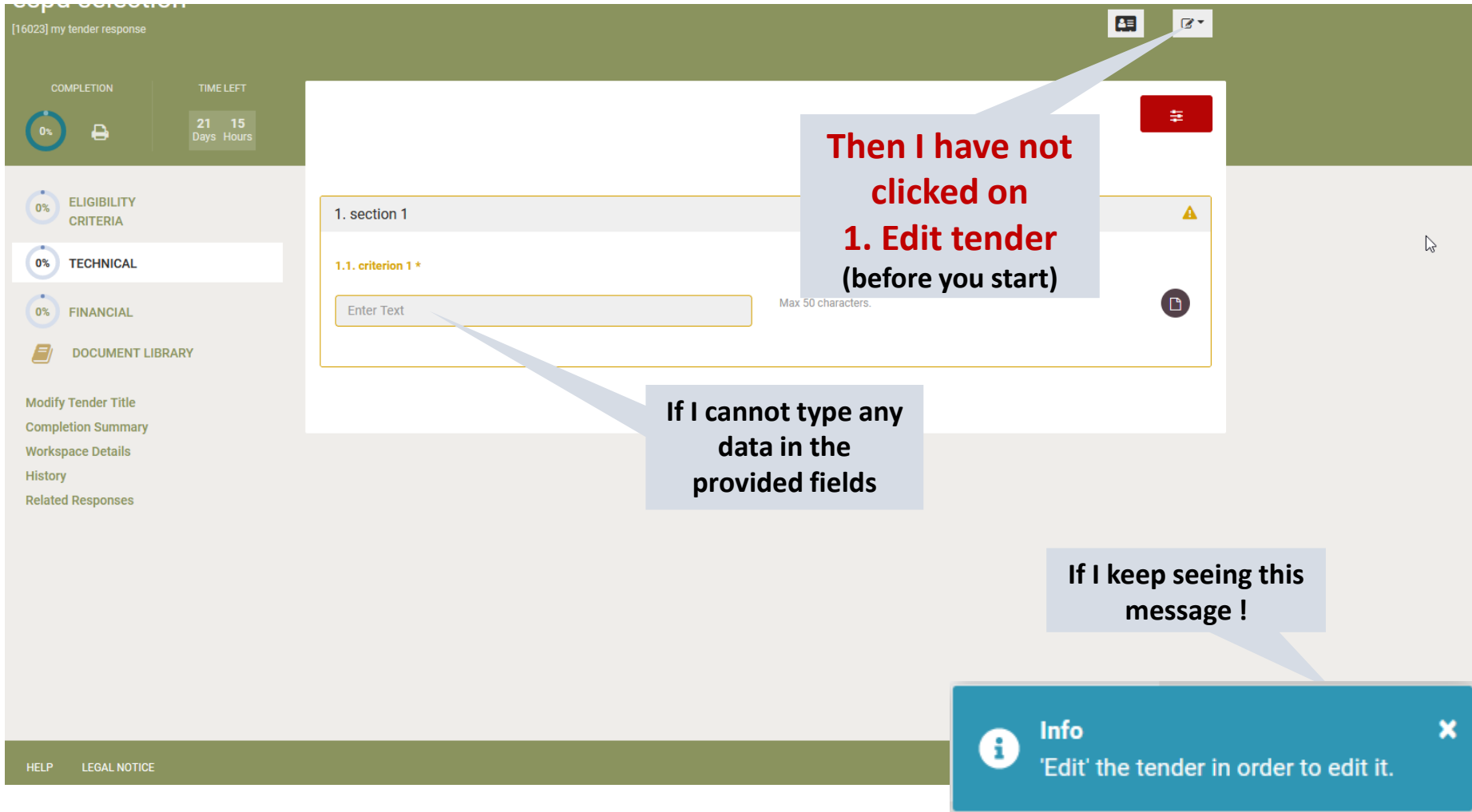
If the upload button is disabled!

Uploaded Files

If I keep seeing this message!

Info
'Edit' the tender in order to edit it.

Online Tender Submission - Tips



The screenshot shows the 'my tender response' page. On the left, there is a sidebar with progress indicators for 'COMPLETION' (0%), 'ELIGIBILITY CRITERIA' (0%), 'TECHNICAL' (0%), 'FINANCIAL' (0%), and 'DOCUMENT LIBRARY'. A 'TIME LEFT' section shows 21 Days and 15 Hours. The main content area displays '1. section 1' and '1.1. criterion 1 *' with a text input field containing 'Enter Text' and a 'Max 50 characters' limit. A red 'Edit' button is visible in the top right corner of the main content area. A blue information box at the bottom right contains the text: 'Info 'Edit' the tender in order to edit it.'

[16023] my tender response

COMPLETION 0%

TIME LEFT 21 Days 15 Hours

0% ELIGIBILITY CRITERIA

0% TECHNICAL

0% FINANCIAL

DOCUMENT LIBRARY

Modify Tender Title

Completion Summary

Workspace Details

History

Related Responses

1. section 1

1.1. criterion 1 *

Enter Text

Max 50 characters.

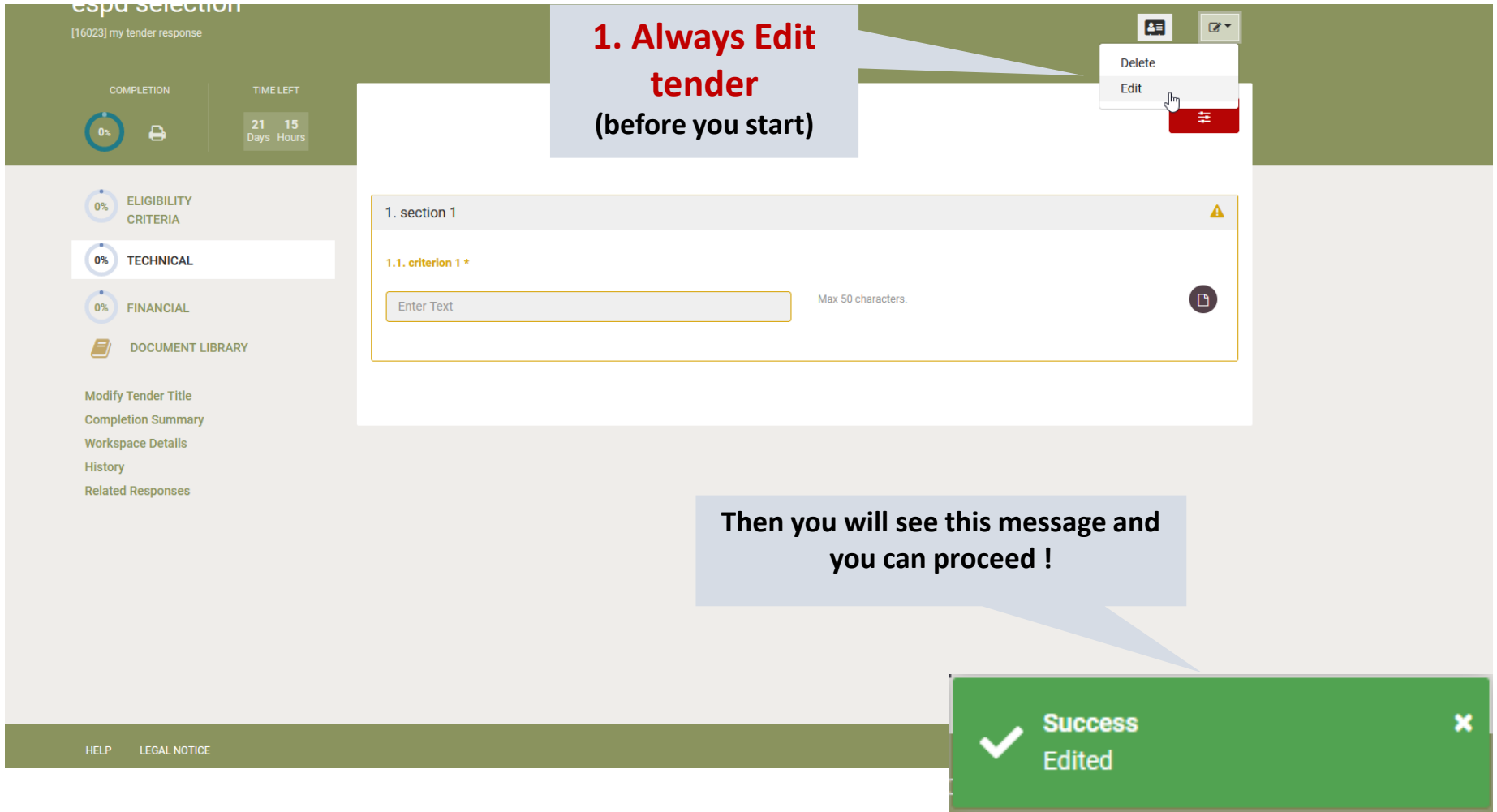
Then I have not clicked on 1. Edit tender (before you start)

If I cannot type any data in the provided fields

If I keep seeing this message !

Info 'Edit' the tender in order to edit it.

Online Tender Submission - Tips

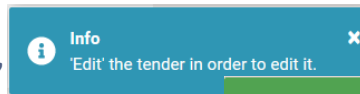


The screenshot displays the 'ECPD Selection' interface for tender response [16023]. The top navigation bar shows 'COMPLETION' at 0% and 'TIME LEFT' as 21 Days 15 Hours. The left sidebar lists criteria: ELIGIBILITY CRITERIA (0%), TECHNICAL (0%), FINANCIAL (0%), and DOCUMENT LIBRARY. A list of actions includes 'Modify Tender Title', 'Completion Summary', 'Workspace Details', 'History', and 'Related Responses'. The main content area shows '1. section 1' with a warning icon and '1.1. criterion 1 *' with a text input field labeled 'Enter Text' and a 'Max 50 characters.' limit. A context menu is open over the '1.1. criterion 1 *' section, showing 'Delete' and 'Edit' options. A blue callout box points to the 'Edit' option with the text: **1. Always Edit tender (before you start)**. A second blue callout box points to a green success message box at the bottom right with the text: **Then you will see this message and you can proceed !**. The success message box contains a white checkmark, the text 'Success Edited', and a close 'X' icon. The footer contains 'HELP' and 'LEGAL NOTICE' links.

Tips – for Submission

- Start the preparation of your tender well before the Tender submission deadline ! In order to avoid any last minute issue.

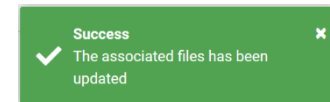
- Start by clicking **EDIT** tender (when you start),



- For a successful tender submission users should upload their files in their **Document Library** and then associate every document with at least one criterion in order to be submitted.

1.1. criterion 1 *

No file associated here



1.1. criterion 1 *

File associated

This icon turns to white !



REFERENCED FILES:
EN_F02.pdf

