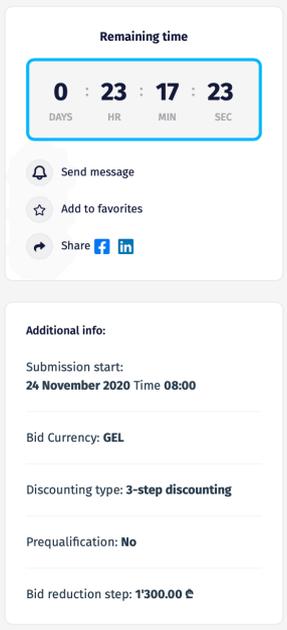# TENDERS.GE

Instructions to Apply for E-Tender

In order to apply for E-Tender, company needs to be registered on procurement web-page www.tenders.ge

E-Tender consists of 5 informational tabs.

- Description
- Questions
- Proposal
- Auction
- Results
- Messages

1. Description

In the description tab you can find short information about the tender content and requirements. Full tender documentation can be downloaded from the attached files at the bottom of the announcement text.

Remaining time

0 : 23 : 17 : 23
DAYS   HR   MIN   SEC

🔔 Send message
⭐ Add to favorites
↪ Share 🔵 🔷

Additional info:

Submission start:
24 November 2020 Time 08:00

Bid Currency: **GEL**

Discounting type: **3-step discounting**

Prequalification: **No**

Bid reduction step: **1'300.00 ₾**

On the right side of the page you can view the counter that shows deadline of submitting the offer for the current tender.
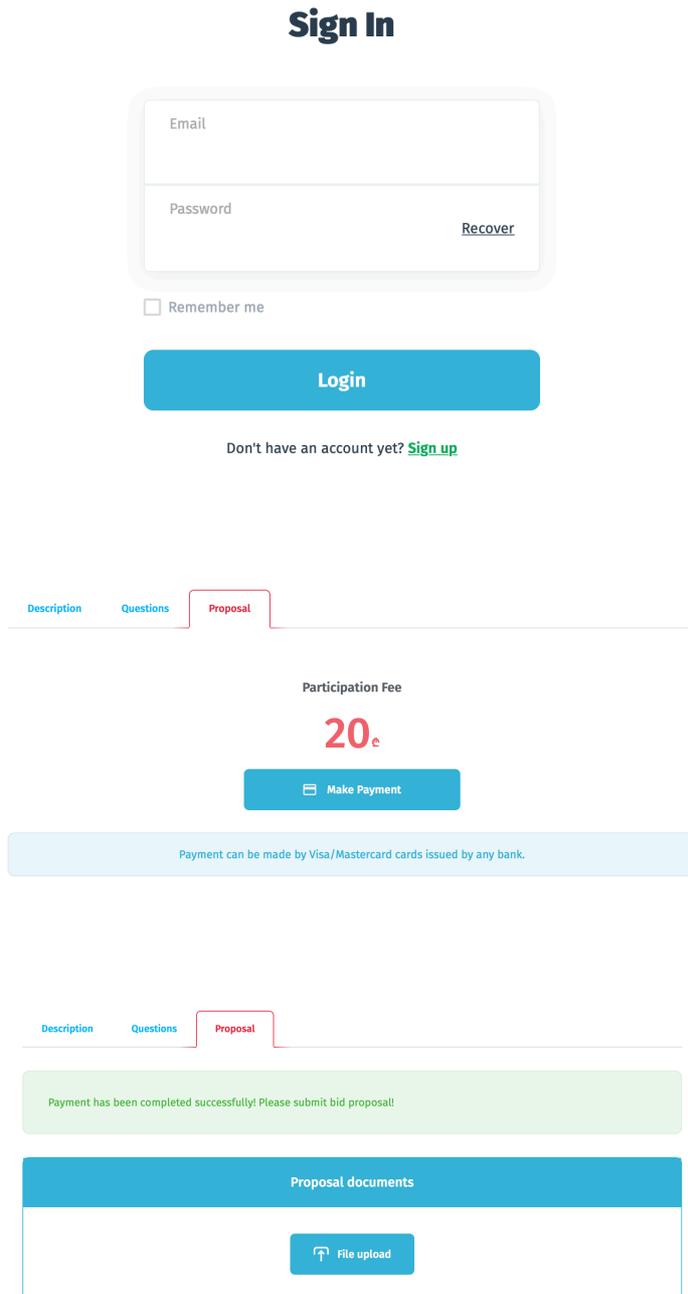
Additional information shows:

- Bid submission start time;
- Bid Currency
- Discounting Type: No Discounting, 3 Step Discounting, Reverse/Forward Auction;
- Prequalification option;
- Bid reduction Step (If discounting is enabled).
- Max/Min Bid Ammount (If required)

2. Questions

In the following tab companies have possibility to ask questions directly to the procurer representative and receive the answer in the system. In order to use the following tab, user needs to be signed in. Questions asked by the company as well as the received answers are visible for all users, however the author of the question is hidden even for the procurer.

3. Proposal

From proposal tab companies can apply for the e-tender.

Sign In

In order to apply for the tender, user should be signed in. In case your company is not registed on our web-page, please proceed with **"Sign Up"** button.

After signing in, you will be directed to payment page. Applying to e-tender costs 20 Georgian Lari. For making payment, press **"Make Payment".** Please note that in auctions announced by VEON Georgia, participation is free.

After Successful payment, you can start uploading the tender proposal by pressing "**File Upload".**

Proposal documents

Description	Type	Size		
Proposal	pdf	824.44 kB	download	
Technical Documentation	pdf	201.28 kB	download	

File upload

Proposal Price

Submit your price

Price		Save

*Please indicate your bid price. In case bid price is left blank, your tender documentation will not be visible to the procurement organization. Please also note, that uploading/editing of the proposal documents will not be possible after submission of bid price.

In each tender participant is required to upload minimum one document.
In case you want to delete uploaded file, press button "**X**".

After uploading all the required documents, you can indicate the bid price and press **"Save".**
Please note that after saving the price, you will not be able to delete or add files to the proposal documents.

Proposal Price

Participant	Proposal	Update
Company A	15'000.00 ₾	25-Nov-2020 19:00

Price		Save

Maximum amount: 14'999.99 ₾

Proposal documents

Description	Type	Size	
Proposal	pdf	824.44 kB	download
Technical Documentation	pdf	201.28 kB	download

After saving the initial price, your bidding documents are successfully stored in the system. In case of willing to reduce the price before tender deadline, you can indicate the new price and press **"Save".**

Reducing the price should be done in accordance with the bid reduction step (In case it is enabled in the tender).

5. Reverse Auction

The auction is divided into two parts: Period before the start of online auction and reverse auction itself.

Before the auction starts, participants must upload their initial offers. Participant may reduce the initial price before the auction start by an amount not less than the auction bid determined in the tender.

Procurer may also set maximum bid limit in the auction so the supplier does not make an offer above the budget.

After the start of the auction 15 minute is defined, during which bidders can reduce their prices as many times as they need.

| Description | Questions | Proposal | **Discounting** |

Reverse Auction Status

Auction Time Left: **12** : **46**
                    MIN   SEC

70'000.00 $
Best Bid

72'000.00 $
Your Bid

Submit your price

| Price | $ | **Save price** |

(-1000 $) (-2000 $) (-3000 $)

Entered bid should not exceed: 71'000.00 $

* Bids entered during last seconds of auction may not be reflected in the system.

Current Bids

Participant	Initial Bid	Last bid	Time
Bidder #3	70'000.00 $	70'000.00 $	15-Jul-2022 18:43
Company C	75'000.00 $	72'000.00 $	15-Jul-2022 18:46
Bidder #1	75'000.00 $	75'000.00 $	15-Jul-2022 18:44

During the auction process, participants see how many companies are involved in auction, can see their prices but are not able to see their names.

In the colored status boxes, bidders can easily see the best price given in auction and also see their own price for comparison.

After the expiration of the initial 15 minutes, if bidders have not updated the price within the last 2 minutes, the auction ends. In case in the last 2 minutes before the time expires, any supplier has updated the price, the auction time will be reset to 2 minutes.

Note: Please note that the price changes made in the last few seconds during auction may not be reflected in the system.

6. Messages

After the tender deadline has passed, clarification tab is enabled. During the evaluation period procurer and supplier can communicate using clarifications tab, so all the exchanged files and information are stored in the system.

Clarification statuses:

- Received – Clarification request has been received from procurer;
- Sent – Supplier has replied to clarification request.
- Closed – Clarification chat is closed by the procurer.

Description	Questions	Proposal	Results	Clarifications

Clarifications

Participant	Proposal	Status
⌄ **Company C**	19'000.00₾	**Sent**

Please upload the quality certificate of the offered goods.
25-Nov 19:28

Please kindly review the certificate attached.
📄 PDF Certificate
25-Nov 19:29

📎 Upload file   Enter message...   **Send**

* Please note that the communication can be initiated only by procurer representative.