

## 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](http://www.tenders.ge) .

To start registration process, please press “**Sign Up**” button on the right side of the site.

Sign Up

E-Tender consists of 5 informational tabs.

- Description
- Questions
- Proposal
- Discounting (If Enabled)
- Results
- Clarifications

### 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:

8	3	41	36
days	hours	min	sec

Additional info:

Submission start:  
**30 January 2020 Time: 08:00**

Discounting type: **No discounting**

Prequalification: **No**

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;
- Discounting Type: No Discounting, 3 Step Discounting, Reverse/Forward Discounting;
- Prequalification option;
- Bid reduction Step (If discounting is enabled).

### 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 tender.

The screenshot shows a web interface with three tabs: "Description", "Proposal" (selected), and "Discounting". A blue banner at the top says "Please log in the system to submit the proposal". Below this are input fields for "E-mail:" and "New Password:", a "Remember me" checkbox, and "Sign In" and "Sign Up" buttons. A link for "Password recovery" is also present. Further down, it displays "Amount 20.00 GEL" and "Payment through Bank", followed by a prominent "Process payment" button. At the bottom, a light blue box states "Payment can be processed by Visa or Mastercard".

In order to apply for the tender, user should be signed in. In case your company is not registered 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 **“Process Payment”**. In case of troubleshooting with the payment, please contact us: E-mail: [info@tenders.ge](mailto:info@tenders.ge) Tel: +995 595 383635

The screenshot shows the "Proposal" tab selected. A green banner at the top says "Payment has been completed successfully! Please submit bid proposal!". Below this is a table titled "Proposal documents" with columns for "Description", "Type", and "Size". A "File upload" button is located below the table.

Description	Type	Size

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

The screenshot shows the "Proposal" tab selected. It displays a table of uploaded documents with columns for "Description", "Type", "Size", and "Delete". Below the table is a "File upload" button. A red warning box states: "Please indicate your bid proposal price. In case bid proposal price is left blank, your tender documentation will not be visible to the procurement organization. Please also note, that upload/edit of the proposal documents will not be possible after submission of bid proposal price." At the bottom, there is an "Initial Bid Price" section with an input field, a "GEL" label, and a "Save Price" button.

Description	Type	Size	Delete
Price List	xlsx	25.94 kB	Delete
Proposal	pdf	2.15 MB	Delete

Number of files as well as the file types uploaded in tender are not limited.

In case you want to delete uploaded file, press **“Delete”**.

After uploading all the required documents, you can indicate the bid price and press **“Save Price”**.

Please note that after saving the price, you will not be able to delete or add files to the proposal documents.

Description Questions **Proposal**

Proposal Price

Participant	Proposal	Update
Company C	10'000.00 GEL	26-03-2020 15:24
<input type="text"/> GEL <input type="button" value="Update Price"/>		
Maximum amount: 9'999.99		

Your proposal has been submitted. In case you decide to change the price, please use the button "Update Price".

Proposal documents		
Description	Type	Size
Price List	xlsx	25.94 kB
Proposal	pdf	2.15 MB

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 **“Update Price”**.

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

#### 4. Results

After the tender submission deadline, participant company can view the following information: Tender participants, competitor prices and uploaded documentation. Green background highlights the supplier with the lowest bid.

Please note, that visibility of tender results can be totally or partially restricted by the procurer request:

- Tender results can be fully closed only if the tender is announced without auction;
- In case any type of auction is available in the tender, suppliers will definitely see the prices of the competitors. Therefore the visibility of competitor names and their documentation can be restricted by the procurer.

Description Proposal **Results** Clarifications

Result

#	Participant	Bid	Time	Documents
1	 Company A	25'000.00	5-ጥቅም-2017 11:58	
2	 Company B	27'000.00	5-ጥቅም-2017 11:59	
3	 Company C	29'000.00	5-ጥቅም-2017 11:58	

## 5. Clarifications

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.

The screenshot displays the 'Clarifications' tab in a procurement system. At the top, there is a navigation bar with four tabs: 'Description', 'Proposal', 'Results', and 'Clarifications'. Below this, the 'Clarifications' section is active, showing a table with the following data:

Participant	Last bid	Status:
▶ Company C	27'000.00	<span style="background-color: green; color: white; padding: 2px;">Sent</span>

Below the table, a message history is visible. The first message is from 'Global Distribution' (26-05-2020 17:34) with the text: 'Please upload the quality certificate of the offered product.' The second message is from 'Company C' (26-05-2020 17:36) with the text: 'Thank you for the clarification request. Please review quality certificate.' An attached file 'Certificate.png' is listed below the second message. At the bottom of the interface, there is a text input field with the placeholder 'Enter message...' and a blue 'Send' button with a checkmark. Below the input field, there is an 'Attached files:' section with a 'Choose Files' button, the text 'no files selected', and a 'Clear' button.

By pressing the button “**Clear**” you can delete the attached files and typed text before sending.

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