

# **MANUAL**

**for participation in electronic tenders via  
iTender Manager electronic system**

# Introduction

The procedure of public procurement is multi-stage process in the following sequence: \*applications for participation review and approval of candidates; \*invitation for **offer submission**; \***review and evaluation of technical proposal** (if the product/service is a subject of evaluation); \* **evaluation of economic proposal** (participants submit their offers in series of several rounds, as the negotiation goes in electronic environment through participation in an electronic tender).



The electronic tender is a repetitive process occurring in electronic system in a way that participants may submit new lower prices or new values for some positions of their offers, enabling them to be ranked using automatic evaluation methods with series of **electronic processes**.

**iTender Manager is an electronic system for online tenders.**

**When using electronic tenders the process of submission, review and evaluation is as follows:**



- Candidates present paper copy of the offers in a sealed envelope, as per the instructions of invitation for participation
- Preliminary assessment of offers and dispatch of invitation for participation in electronic tender
- The electronic tender runs in successive stages through the electronic platform iTender Manager
- In accordance with the selection criterion a Contractor is awarded, after closing of the electronic tender

# Online procedure types

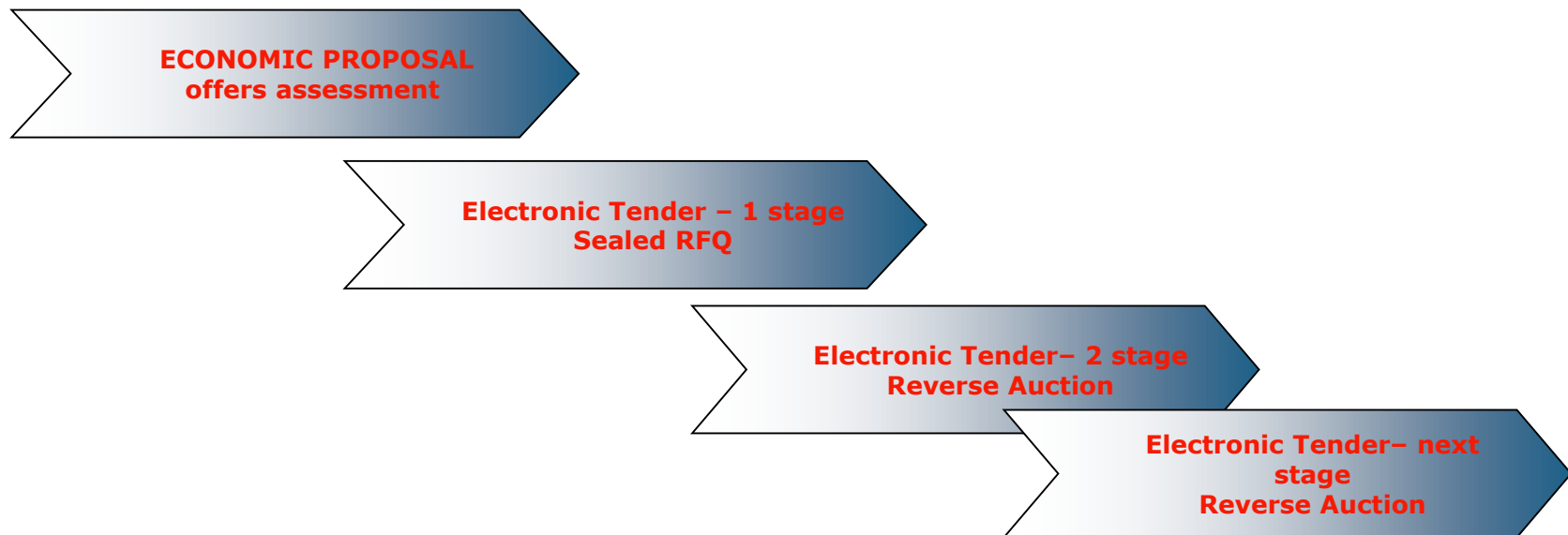
**The electronic tender** may be governed in consecutive stages: first mandatory stage is "Sealed RFQ" and each subsequent /optional/ stage is "Open RFQ – with timeout" or "Reverse Auction".

## Sealed Request For Quotation (Sealed RFQ)

Procedure for economic offers submission, as participants enter through electronic platform provided by the Contracting authority the indicators of quotation, which values are subject to the electronic tender: new prices or new values of indicators if selection criterion is the most economically advantageous offer.

## Open Request For Quotation(Open RFQ) or „Reverse Auction“

Procedure whereby participants may improve their offers by submitting new bids. At this stage Contracting authority determines a minimum and maximum step for indicators change, the best price is always seen on screen. Used as second and next stage of tender. Conducted under discretion of the committee, entitled to evaluate proposals.



# Basic concept

**TENDER** – electronic tender is a procedure for evaluation of offers and contractor awarding, consisting of one or several stages as the first stage always is “Sealed RFQ” and the next stage/s – “Reverse Auction”;

**TENDER** types:

- **TEST** – used participants to get familiar with the electronic system for online tenders;
- **REAL** – used for conduction of real-time electronic tenders;

**STAGE** – a procedure for submission of offers by participants; There are two types of stages:

- **Sealed RFQ** – always the first stage of electronic tenders;
- **Open RFQ – with timeout or Reverse Auction** – second and next stage where participants are in a competitive

environment having the opportunity to improve their offers with a step given by the Contracting authority;

**STATUS** of the stage. Each stage has following types of status:

- **CREATED** – The stage is raised up in the system. Available only for the administrator.
- **PUBLISHED** – The stage is published and available for participants. When posting it in the system participants receive an automatic email from iTender Manager, that being invited to participate in the stage. Participants may enter the system and view stage parameters and rules, without submitting an offer.
- **OPEN FOR BIDDING** – Participants may present their offers according to stage rules.
- **PENDING CHOISE**– Stage is closed for bidding. Contracting authority’s decision expected.
- **CLOSED - CONTRACTOR HAS BEEN CHOSEN** – final status – Contractor has been chosen. For each separate Item may be chosen various contractors.
- **TRANSFERRED TO NEXT STAGE**– final status – All participants and Items transferred to next stage “Reverse Auction”. Participant who did not offer an Item in the previous stage, may not participate for this Item in each next stage.
- **TERMINATED** – final status – administratively suspended by the Contracting authority.

**ITEM** – Separate part of public procurement scope which is the subject of bidding. Each stage has at least one item. Each Item has a separate ranking in the stage, i.e. at the same stage different participants may be chosen as Contractor for separate Items.

**STEP** for price reduction:

- **Minimum step (S min)** – predefined, by Contracting authority, value for a single reduction of price;
- **Maximum step (S max)** – maximum single price reduction equal to „n” times the Minimum step (S min);

**CONTRACTING AUTHORITY** – The organization assigning procurement of goods and/or services provision.

**PARTICIPANT** – Supplier of goods / service provider, invited to participate in electronic tender and submitted an offer.

# Minimum System requirements

Internet connection – Modem, ISDN, DSL, T1.

The connection speed determines your access speed.

Web browser – only Microsoft Internet Explorer versions 8.x. Also participants must have:

## **1. Enabled Javascript:**

In Internet Explorer, choose **Tools > Internet Options** and click **Security** tab. Click the Internet globe icon and then the **Custom Level** button. Scroll down to the heading "Scripting" and set **Enable** of "Active Scripting".

## **2. Permitted pop-up windows for webservices.contourglobal.eu**

**Tools -> Pop-up Blocker -> Pop-up Blocker Settings - >** add webservices.contourglobal.eu **in Address to web site to allow ->** click **Add** and then **Close** buttons.

**Note: The System for electronic tenders does not work in web browser Mozilla!**

Use the link below to check your browser compatibility:

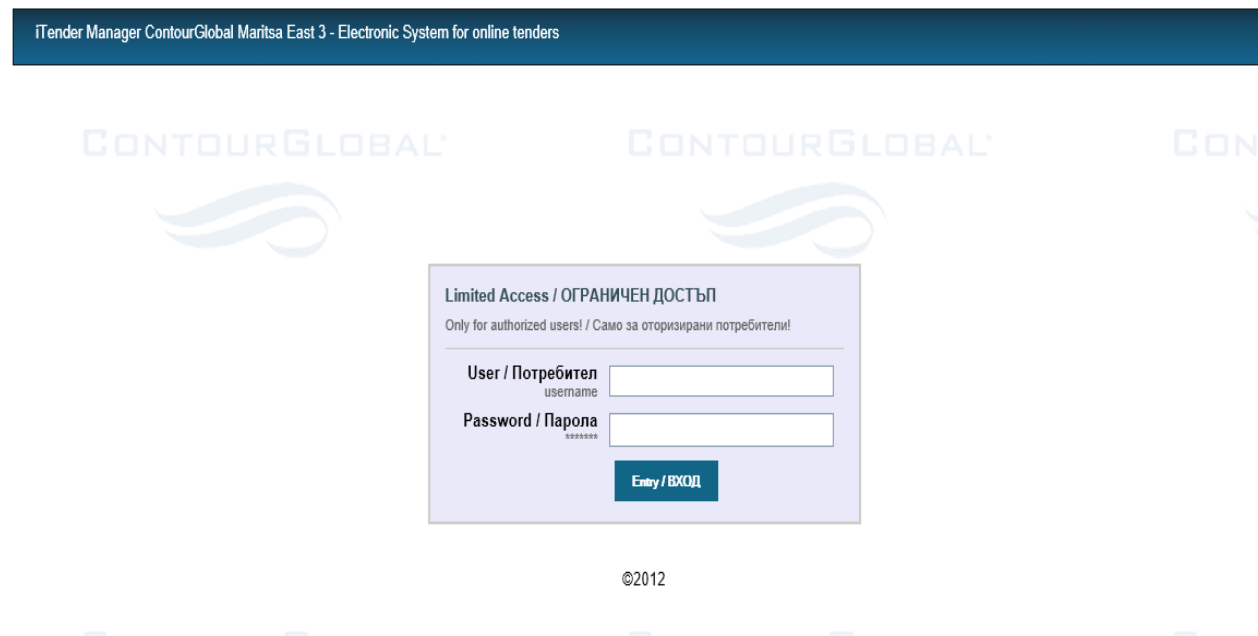
**<https://webservices.contourglobal.eu/e-tender/browsercheck.php>**

# Enter into the System

via web-site: <https://webservices.contourglobal.eu/e-tender/>

## Register in the system for electronic tenders iTender Manager

iTender Manager ContourGlobal Maritsa East 3 - Electronic System for online tenders



Limited Access / ОГРАНИЧЕН ДОСТЪП  
Only for authorized users! / Само за оторизирани потребители!

User / Потребител   
username

Password / Парола   
password

Enter / ВХОД

©2012

- If you enter the system for the first time, by writing an Username and temporary Password then clicking the Login button, for your security the system shall enable you to **change the temporary password with a new secret one.**

- For each subsequent entry, write a valid Username and Password. The system will forward you to the screen with events.

### Note:

The system is **case sensitive**, it recognizes small and capital letters.

You must enter Username and Password exactly as initially given/recorded.

After password validation a new screen of IE opens – it is the first screen with events of the system. (pop-up windows of IE must be permitted – please refer to the previous slide)

# List of events that you are invited to participate in

You may choose the electronic procedure, of interest for participation to you, by clicking on it.

Enter the procedure by clicking its name

iTender Manager ContourGlobal Maritsa East 3

Welcome AMK АД !

BEGIN | EXIT

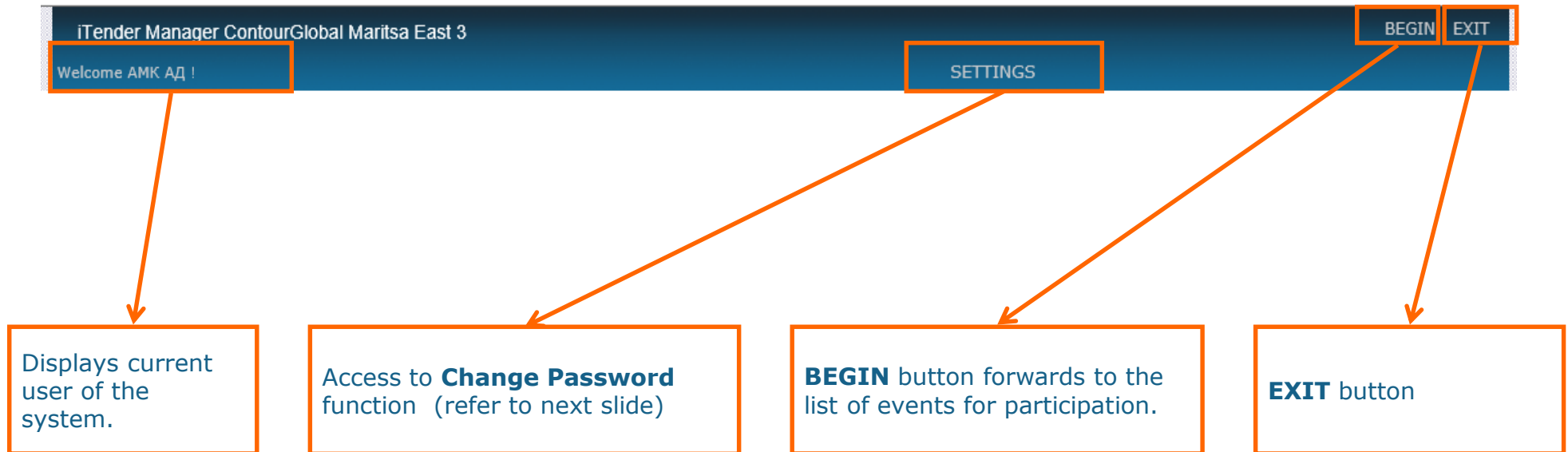
SETTINGS

This page shows information about your active events

Active Tenders

Status	Event	Id	STAGE ID	Time Remaining	Type
PUBLISHED	<a href="#">77-1671-14 / Supply of bearings as per specification</a>	TENDER ID 378	STAGE ID 526	0 дни 0 часа 1 мин	Sealed RFQ
CLOSED - CONTRACTOR HAS BEEN CHOSEN	<a href="#">Test EN 14.03.2014 / Supply of bearings</a>	TENDER ID 377	STAGE ID 525	---	Open RFQ (with timeout)
TRANSFERRED TO NEXT STAGE	<a href="#">Test EN 14.03.2014 / Supply of bearings</a>	TENDER ID 377	STAGE ID 524	---	Sealed RFQ
CLOSED - CONTRACTOR HAS BEEN CHOSEN	<a href="#">IT-FEB-25-01 / Test</a>	TENDER ID 371	STAGE ID 515	---	Open RFQ (with timeout)
TRANSFERRED TO NEXT STAGE	<a href="#">IT-FEB-25-01 / Test</a>	TENDER ID 371	STAGE ID 513	---	Sealed RFQ
PENDING CHOISE	<a href="#">IT-FEB-24-01 / test</a>	TENDER ID 370	STAGE ID 512	---	Open RFQ (with timeout)
CLOSED - CONTRACTOR HAS BEEN CHOSEN	<a href="#">IT-FEB-20-01 / Test</a>	TENDER ID 367	STAGE ID 505	---	Open RFQ (with timeout)
TRANSFERRED TO NEXT STAGE	<a href="#">IT-FEB-20-01 / Test</a>	TENDER ID 367	STAGE ID 504	---	Sealed RFQ
PENDING CHOISE	<a href="#">IT-FEB-01-02 / test</a>	TENDER ID 362	STAGE ID 496	---	Sealed RFQ
PENDING CHOISE	<a href="#">IT-FEB-01-01 / test</a>	TENDER ID 361	STAGE ID 495	---	Open RFQ (with timeout)
PENDING CHOISE	<a href="#">test 133-1671-13 / Supply of valves</a>	TENDER ID	STAGE ID	---	Open RFQ (with

## Buttons of main menu





# Change Password:



1. Click **SETTINGS** in order to open the screen below:



Users Information:	
ID:	52
Participant:	AMK Ltd.
Address:	Vassil Levski Str. 102
USERNAME:	amk
Change Password:	
Type New Password:	<input type="password"/>
Retype Password:	<input type="password"/>

2. Enter a new password

3. Repeat the new password

4. Click **APPLY** button to record the changes into the system

## **Submission of Offer in stage "Sealed RFQ"**

# "Sealed RFQ"

SEALED RFQ

Choose the electronic procedure "Sealed RFQ" of interest to you

Enter the procedure by clicking the name of the tender

ITender Manager ContourGlobal Maritsa East 3

Welcome AMK АД !

BEGIN | EXIT

SETTINGS

This page shows information about your active events

Active Tenders

Status	Event	Id	STAGE ID	Time Remaining	Type
OPEN FOR BIDDING	<a href="#">77-1671-14 / Supply of bearings as per specification</a>	TENDER ID 378	STAGE ID 526	0 дни 11 часа 40 мин	<u>Sealed RFQ</u>
CLOSED - CONTRACTOR HAS BEEN CHOSEN	<a href="#">Test EN 14.03.2014 / Supply of bearings</a>	TENDER ID 377	STAGE ID 525	---	Open RFQ (with timeout)
TRANSFERRED TO NEXT STAGE	<a href="#">Test EN 14.03.2014 / Supply of bearings</a>	TENDER ID 377	STAGE ID 524	---	Sealed RFQ
CLOSED - CONTRACTOR HAS BEEN CHOSEN	<a href="#">IT-FEB-25-01 / Test</a>	TENDER ID 371	STAGE ID 515	---	Open RFQ (with timeout)
TRANSFERRED TO NEXT STAGE	<a href="#">IT-FEB-25-01 / Test</a>	TENDER ID 371	STAGE ID 513	---	Sealed RFQ
PENDING CHOISE	<a href="#">IT-FEB-24-01 / test</a>	TENDER ID 370	STAGE ID 512	---	Open RFQ (with timeout)
CLOSED - CONTRACTOR HAS BEEN CHOSEN	<a href="#">IT-FEB-20-01 / Test</a>	TENDER ID 367	STAGE ID 505	---	Open RFQ (with timeout)
TRANSFERRED TO NEXT STAGE	<a href="#">IT-FEB-20-01 / Test</a>	TENDER ID 367	STAGE ID 504	---	Sealed RFQ
PENDING CHOISE	<a href="#">IT-FEB-01-02 / test</a>	TENDER ID 362	STAGE ID 496	---	Sealed RFQ

# Tabs description – system functions

SEALED RFQ

Tender Id:378 77-1671-14 - FOR TESTING		Stage Id:526 Sealed RFQ		Status: OPEN FOR BIDDING		Time Remaining: 0 Days 11 Hours 37 min 56 sec	
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Tender InfoItemsMy ResponseMy BidsRulesEventsNotes

Sealed RFQ Info

Part I - Information and Documents to be downloaded

Tender Unique Name	77-1671-14
Description	Supply of bearings as per specification
Currency	EUR
Tender Type	FOR TESTING
Stage Type	Sealed RFQ
Start of Bidding	2014-03-19 08:40
End of bidding	2014-03-19 20:30
Stage Bidding Rule	Participants are not required to bid for all items.
Stage Ranking Rule	Participants bids are ranked by their price
Stage Information Release	No participants are allowed to see bids of other participants.
Stage Closing Rule	Using a fixed end time of stage
Item Bidding Rule	All items open at the same time
Item Closing Rule	All items close for bidding at the same time together with closing of stage
Attached Documents	<a href="#">Technical specification.pdf</a> <a href="#">Technical specification - Download!</a>

Part II - Questions to be answered

1	Do you have ISO 9001 certificate?	Possible values: Yes/No
2	Guarantee period /months/:	Possible values: Free text

Tab **TENDER INFO**: describes information about the tender and current stage;

Tab **ITEMS**: Items description;

Tab **MY RESPONSE**: a form where participant gives answers to questions put to him;

Tab **MY BIDS**: a form for offers submission and replacement;

Tab **RULES**: describes main rules for participation in the stage;

Tab **EVENTS**: list of all participant's actions in the system;

Tab **NOTES**: gives information about remarks entered by the Contracting authority after tender publishing.

# "Sealed RFQ" – ITEMS

SEALED RFQ

**ITEM** – Separate part of public procurement scope which is the subject of bidding. Each stage has at least one item. Each Item has a separate ranking in the stage, i.e. at the same stage different participants may be chosen as Contractor for separate Items.

From this form participants download the attached files for relevant Item and fill in the required information.

ITender Manager ContourGlobal Maritsa East 3

BEGIN | EXIT

Welcome AMK АД !

SETTINGS

Tender Id:378 77-1671-14 - FOR TESTING

Stage Id:526 Sealed RFQ

Status: OPEN FOR BIDDING

Time Remaining: 0 Days 11 Hours 35 min 9 sec

Tender Info

Items

My Response

My Bids

Rules

Events

Notes

Items

ID	Item Name
721	Lot 1 - Supply of Roller bearings
	Currency
	EUR
	File to Fill
	Price offer_Lot 1_148-105-13.xlsx
	The following file has to be downloaded, filled in with unit prices and total amount and uploaded as part of economical offer. <a href="#">Price offer_Lot 1_148-105-13.xlsx - Download!</a>
722	Lot 2 - Supply of Ball bearings
	Currency
	EUR
	File to Fill
	Price offer_Lot 2_77-105-14.xlsx
	The following file has to be downloaded, filled in with unit prices and total amount and uploaded as part of economical offer. <a href="#">Price offer_Lot 2_77-105-14.xlsx - Download!</a>

# "Sealed RFQ" – MY RESPONSE

SEALED RFQ

Tab **MY RESPONSE** gives information about your answers to questions, being equal for all participants. You are able to replace your answer while the stage is in OPEN FOR BIDDING status. The last answer is valid and only taken under consideration by Contracting authority.

ITender Manager ContourGlobal Maritsa East 3

BEGIN | EXIT

Welcome AMK АД !

SETTINGS

Tender Id:378 77-1671-14 - FOR TESTING

Stage Id:526 Sealed RFQ

Status: OPEN FOR BIDDING

Time Remaining: 0 Days 11 Hours 28 min 40 sec

Tender Info

Items

My Response

My Bids

Rules

Events

Notes

My Response

Id	Status	Entered on	Change
<a href="#">Enter Your Response</a>			

Click there to enter your answer.

## "Sealed RFQ" – MY RESPONSE

SEALED RFQ

A screen with questions and control fields appears. There you should enter your answers.

ITender Manager ContourGlobal Maritsa East 3

BEGIN | EXIT

Welcome AMK АД !

SETTINGS

Tender Id:378 77-1671-14 - FOR TESTING

Stage Id:526 Sealed RFQ

Status: OPEN FOR BIDDING

Time Remaining: 0 Days 11 Hours 26 min 53 sec

Tender Info

Items

My Response

My Bids

Rules

Events

Notes

Give Your Answer:

1

Do you have ISO 9001 certificate?

Possible values: Yes/No

Yes ▼

2

Guarantee period /months/:

Possible values: Free text

12 monts.

Apply

Cancel

Press **APPLY** button to send your answers to the system.

# MY RESPONSE – Current Status

SEALED RFQ

Tender InfoItemsMy ResponseMy BidsRulesEventsNotes

My Response

Id	Status	Entered on	Change
<a href="#">183</a>	<a href="#">CURRENT</a>	<a href="#">2014-03-19 09:05:13</a>	<a href="#">Replace!</a>
<a href="#">182</a>	<a href="#">REPLACED</a>	<a href="#">2014-03-19 09:05:13</a>	

Tender Id:378 77-1671-14 - FOR TESTINGStage Id:526 Sealed RFQStatus: OPEN FOR BIDDINGTime Remaining: 0 Days 11 Hours 22 min 50 sec

SRFQ InfoItemsMy ResponseMy BidsRulesEventsNotes

My Answer - Detail Information

Offer:	ID 183
To Tender:	ID 378
Stage:	526
Entered on:	2014-03-19 09:05:13
Replaced on:	
Status:	CURRENT

No.	Question	Answer
1	Do you have ISO 9001 certificate?	YES
2	Guarantee period /months/:	24 months

<< Back!

In order to see the current state of your response click the status or date, then the page with detailed information appears.

**BACK** button restores the page with all your answers.



# MY RESPONSE – Current Status

SEALED RFQ

Tender Id:378 77-1671-14 - FOR TESTING

Stage Id:526 Sealed RFQ

Status: OPEN FOR BIDDING

Time Remaining: 0 Days 11 Hours 10 min 25 sec

Tender Info

Items

My Response

My Bids

Rules

Events

Notes

## My Response

Id	Status	Entered on	Change
<a href="#">183</a>	<a href="#">CURRENT</a>	<a href="#">2014-03-19 09:05:13</a>	<a href="#">Replace!</a>
<a href="#">182</a>	<a href="#">REPLACED</a>	<a href="#">2014-03-19 09:05:13</a>	

Tender Manager ContourGlobal Maritsa East 3

Welcome AMK AÇI !

SETTINGS

Tender Id:378 77-1671-14 - FOR TESTING

Stage Id:526 Sealed RFQ

Status: OPEN FOR BIDDING

Time Remaining: 0 Days 10 Hou

SRFQ Info

Items

My Response

My Bids

Rules

Events

Notes

## Your Answer to Questions:

1 Do you have ISO 9001 certificate? Possible values: Yes/No

2 Guarantee period /months/:  Possible values: Free text

Apply

Cancel

**REPLACE** button is active only at CURRENT status. There you may change your answers.

**APPLY** button saves the changes you made.

**CANCEL** button revokes the changes you made, i.e. retains the previous answers.

# "Sealed RFQ" – MY BIDS

SEALED RFQ

Tab **My Bids** gives information about price offers places by participant, who may replace his bid while the stage is in OPEN FOR BIDDING status. The newly submitted offer is in status ENTERED and the previous one changes its status in REPLACED, as the prices for all Items in it are not valid for the ranking. **The last submitted offer is in effect and only taken into consideration by Contracting authority.**

If you wish to replace only one Item, enter an offer again for all Items you prefer participating. If in a previous offer at the stage you didn't bid an Item, when replacing the offer you may participate for this Item. **Only the Items of offer in status Entered (the last submitted one) shall take place in ranking.**

ITender Manager ContourGlobal Maritsa East 3

BEGIN | EXIT

Welcome AMK АД !

SETTINGS

Tender Id:378 77-1671-14 - FOR TESTING

Stage Id:526 Sealed RFQ

Status: OPEN FOR BIDDING

Time Remaining: 0 Days 9 Hours 14 min 18 sec

Tender Info

Items

My Response

My Bids

Rules

Events

Notes

My Bids

Status	Entered on	Items	Change
Enter your bid			

# MY BIDS - Offering process – Step 1

SEALED RFQ

iTender Manager ContourGlobal Maritsa East 3 BEGIN | EXIT

Welcome AMK АД ! SETTINGS

Tender Id:378 77-1671-14 - FOR TESTING

Stage Id:526 Sealed RFQ

Status: OPEN FOR BIDDING

Time Remaining: 0 Days 9 Hours 14 min 18 sec

Tender Info

Items

My Response

**My Bids**

Rules

Events

Notes

## My Bids

Status	Entered on	Items	Change
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Enter your bid

Tender Info

Items

My Response

**My Bids**

Rules

Events

Notes

## Please select the Item/s for your bid

Id	Item Name
<input type="checkbox"/> 721	Lot 1 - Supply of Roller bearings
<input type="checkbox"/> 722	Lot 2 - Supply of Ball bearings

Next

Cancel

When pressing **ENTER YOUR BID** you are able to choose an Item to participate for.

Tick **all** Items you wish to participate for and click **NEXT** button.

**NEXT** button proceeds the bidding.

**CANCEL** button revokes changes you made, i.e. current offers are seen.

## MY BIDS- Offering process – Step 2

SEALED RFQ

Tender Info	Items	My Response	My Bids	Rules	Events	Notes
<b>Bid Information</b>						
Id	Item Name					
721	Lot 1 - Supply of Roller bearings					
	Currency	EUR				
	Total Price	0,00				
	My Filled File					
	The following file has to be downloaded, filled in with unit prices and total amount and uploaded as part of economical offer. <a href="#">Price offer Lot 1 148-105-13.xlsx</a>					
	<b>Prepare Bid</b>					
722	Lot 2 - Supply of Ball bearings					
	Currency	EUR				
	Total Price	0,00				
	My Filled File					
	The following file has to be downloaded, filled in with unit prices and total amount and uploaded as part of economical offer. <a href="#">Price offer Lot 2 77-105-14.xlsx</a>					
	<b>Prepare Bid</b>					
<b>Apply Bid</b> <b>Cancel</b>						

Press **PREPARE BID** button to see the screen for offering of first Item – Lot 1.

## MY BIDS- Offering process – Step 3

SEALED RFQ

Tender Id:378 77-1671-14 - FOR TESTING

Stage Id:526 Sealed RFQ

Status: OPEN FOR BIDDING

Time Remaining: 0 Days 9 Hours 5 min 3 sec

### Prepare your Bid::

Id	Item Name	Total Price	Currency
721	Lot 1 - Supply of Roller bearings	<input type="text"/>	EUR

The following file has to be downloaded, filled in with unit prices and total amount and uploaded as part of economical offer. [Price offer Lot 1 148-105-13.xlsx](#)

No.

File Name

Delete

Select a file for publishing:

Browse...

Publish!

Back

Next

1. Write the total amount calculated in Excel file and click off the box in order to save the price.

2. Click **Browse** button and upload the filled in Excel file corresponding to the Item.

3. Press **PUBLISH** button to send file into the system.

4. Click **NEXT** to continue

### On this page you have to:

- "Download" the [Excel file](#) attached by Contracting authority.
- Calculate total amount for the Item by entering unit price for each position.
- Save the filled Excel file in your computer.
- "Upload" the file at **Select a file for publishing**.
- Enter the total amount of relevant Item in **TOTAL PRICE** box.

# MY BIDS- Offering process – Step 4

SEALED RFQ

Tender Id:378 77-1671-14 - FOR TESTING

Stage Id:526 Sealed RFQ

Status: OPEN FOR BIDDING

Time Remaining: 0 Days 9 Hours 1 min 57 sec

Tender Info

Items

My Response

My Bids

Rules

Events

Notes

## Bid Information

Id		Item Name	
721		Lot 1 - Supply of Roller bearings	
		Currency	EUR
		Total Price	12 300,00
		My Filled File	<a href="#">T378St526It721U52_20140319_112724.txt</a>
		The following file has to be downloaded, filled in with unit prices and total amount and uploaded as part of economical offer. <a href="#">Price offer Lot 1 148-105-13.xlsx</a>	
		<input type="button" value="Prepare Bid"/>	
722		Lot 2 - Supply of Ball bearings	
		Currency	EUR
		Total Price	0,00
		My Filled File	
		The following file has to be downloaded, filled in with unit prices and total amount and uploaded as part of economical offer. <a href="#">Price offer Lot 2 77-105-14.xlsx</a>	
		<input type="button" value="Prepare Bid"/>	

Your bid still not ready – you have to prepare the second Item – Lot 2. Click **PREPARE BID** for Lot 2.

## MY BIDS- Offering process – Step 5

SEALED RFQ

Tender Id:378 77-1671-14 - FOR TESTING

Stage Id:526 Sealed RFQ

Status: OPEN FOR BIDDING

Time Remaining: 0 Days 9 Hours 0 min 42 sec

Prepare your Bid::

Id	Item Name	Total Price	Currency
722	Lot 2 - Supply of Ball bearings	<input type="text" value="13 670,00"/>	EUR

The following file has to be downloaded, filled in with unit prices and total amount and uploaded as part of economical offer. [Price offer Lot 2 77-105-14.xlsx](#)

No.	File Name	Delete
1	T378St526It722U52_20140319_112919.txt	<a href="#">Remove</a>

Select a file for publishing:

**IMPORTANT:** Enter your bid by using a dot (".") as a decimal separator.

Example: 18760.56 Euro means „eighteen thousand seven hundred and sixty Euro and fifty six Euro cents “

For second Item follow the process of step 3 with calculated total amount and filled Excel file, then press **NEXT** button.

# MY BIDS- Offering process – Step 6

SEALED RFQ

Tender Id:378 77-1671-14 - FOR TESTING

Stage Id:526 Sealed RFQ

Status: OPEN FOR BIDDING

Time Remaining: 0 Days 8 Hours 59 min 54 sec

Tender Info

Items

My Response

My Bids

Rules

Events

Notes

## Bid Information

Id	Item Name	
721	Lot 1 - Supply of Roller bearings	
	Currency	EUR
	Total Price	12 300,00
	My Filled File	<a href="#">T378St526It721U52_20140319_112724.txt</a>
	The following file has to be downloaded, filled in with unit prices and total amount and uploaded as part of economical offer. <a href="#">Price offer Lot 1 148-105-13.xlsx</a>	
		<input type="button" value="Prepare Bid"/>
722	Lot 2 - Supply of Ball bearings	
	Currency	EUR
	Total Price	13 670,00
	My Filled File	<a href="#">T378St526It722U52_20140319_112919.txt</a>
	The following file has to be downloaded, filled in with unit prices and total amount and uploaded as part of economical offer. <a href="#">Price offer Lot 2 77-105-14.xlsx</a>	
		<input type="button" value="Prepare Bid"/>

Apply Bid

Cancel

You have prepared the bid for both Items. Please check the details.

Click **APPLY BID** button to send the offer.



# MY BIDS – after submission of offer

SEALED RFQ

Tender Id:378 77-1671-14 - FOR TESTING	Stage Id:526 Sealed RFQ	Status: OPEN FOR BIDDING	Time Remaining: 0 Days 8 Hours 59 min 8 sec
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Tender Info	Items	My Response	My Bids	Rules	Events	Notes
My Bids						
Status	Entered on	Items			Change	
1372	ENTERED	2014-03-19 11:30:45	Lot 2 - Supply of Ball bearings Lot 1 - Supply of Roller bearings			Change!

The offer may be reviewed

After offer submission a new button **CHANGE** appears. It is for replacement if needed.

In "Sealed RFQ" stage it is not necessary to replace your bid. If needed you may use **CHANGE** button and follow the process above (Step 1 to 6). You may change your bid while the stage is in OPEN FOR BIDDING status. The newly submitted offer is in status ENTERED and the previous one changes its status in REPLACED, as the prices for all Items in it are not valid for the ranking. **The last submitted offer is in effect and only taken into consideration by Contracting authority.**

If you wish to replace only one Item, enter an offer again for all Items you prefer participating. If in a previous offer at the stage you didn't bid an Item, when replacing the offer you may participate for this Item. **Only the Items of offer in status Entered (the last submitted one) shall take place in ranking.**

Tender Info	Items	My Response	My Bids	Rules	Events	Notes
Bids Information 1372/2014-03-19 11:30:45, Status ENTERED						
Id	Item Name					
721	Lot 1 - Supply of Roller bearings					
	Currency	EUR				
	Total Price	12 300.00				
	My Filled File	<a href="#">T378St526It721U52_20140319_112724.txt</a>				
722	Lot 2 - Supply of Ball bearings					
	Currency	EUR				
	Total Price	13 670.00				
	My Filled File	<a href="#">T378St526It722U52_20140319_112919.txt</a>				

# MY BIDS – offer replacement process

SEALED RFQ

Tender Id:378 77-1671-14 - FOR TESTING      Stage Id:526 Sealed RFQ      Status: OPEN FOR BIDDING      Time Remaining: 0 Days 8 Hours 59 min 8 sec

Tender Info				Items	My Response	My Bids	Rules	Events	Notes
My Bids									
Status		Entered on		Items				Change	
<a href="#">1372</a>		<a href="#">ENTERED</a>		<a href="#">2014-03-19 11:30:45</a>				<a href="#">Change!</a>	
				Lot 2 - Supply of Ball bearings Lot 1 - Supply of Roller bearings					

Tender Id:378 77-1671-14 - FOR TESTING      Stage Id:526 Sealed RFQ      Status: OPEN FOR BIDDING      Time Remaining: 0 Days 8 Hours 56 min 5 sec

Tender Info    Items    My Response    **My Bids**    Rules    Events    Notes

Please select the Item/s for your bid

Id	Item Name
<input checked="" type="checkbox"/> 721	Lot 1 - Supply of Roller bearings
<input checked="" type="checkbox"/> 722	Lot 2 - Supply of Ball bearings

[Next](#) [Cancel](#)

Tick **all** Items you wish to participate for and click **NEXT** button.

Then repeat steps 2 to 5 and next screen will be seen.

# MY BIDS – offer replacement process

SEALED RFQ

Tender Id:378 77-1671-14 - FOR TESTING

Stage Id:526 Sealed RFQ

Status: OPEN FOR BIDDING

Time Remaining: 0 Days 8 Hours 54 min 20 sec

Tender Info

Items

My Response

My Bids

Rules

Events

Notes

Bids Information

Id	Item Name
721	Lot 1 - Supply of Roller bearings
	Currency EUR
	Total Price 11 300,00
	My Filled File T378St526It721U52_20140319_113526.txt
	<div>Replace Bid</div>
722	Lot 2 - Supply of Ball bearings
	Currency EUR
	Total Price 15 600,00
	My Filled File T378St526It722U52_20140319_113541.txt
	<div>Replace Bid</div>

Apply

Cancel

New bid for both Items is ready but still not published into the system. Please check the details. Click **APPLY** button to send the offer so its status will become ENTERED. Only the Items of offer in status **Entered** (the last submitted one) shall take place in ranking.

# MY BIDS- after offer submission/replacement

SEALED RFQ

Tab **MY BIDS** already shows information about your offer:

- **ID** = unique identification number of your offer
- **STATUS** = status of your offer
- **Date and hour** of submission

Tender Id:378 77-1671-14 - FOR TESTING

Stage Id:526 Sealed RFQ

Status: OPEN FOR BIDDING

Time Remaining: 0 Days 8 Hours 53 min 28 sec

Tender Info

Items

My Response

My Bids

Rules

Events

Notes

My Bids

Status	Entered on	Items	Change
<a href="#">1373</a>	<a href="#">ENTERED</a>	<a href="#">2014-03-19 11:36:27</a>	Lot 2 - Supply of Ball bearings Lot 1 - Supply of Roller bearings
			<a href="#">Change!</a>
<a href="#">1372</a>	<a href="#">REPLACED /2014-03-19 11:36:27</a>	<a href="#">2014-03-19 11:30:45</a>	Lot 2 - Supply of Ball bearings Lot 1 - Supply of Roller bearings

Possible offer **STATUS**: entered, replaced, transacted, expired and pending next stage.

- **ENTERED** – your offer has been sent to Contracting authority
- **REPLACED** – when you change a submitted offer its status becomes REPLACED (only the last submitted offer has ENTERED status)
- **TRANSACTIONED** – you are chosen for Contractor after “Sealed RFQ” closing
- **EXPIRED** - you are not chosen for Contractor after “Sealed RFQ” closing
- **PENDING NEXT STAGE** – your last offer gets this status when the stage is transferred to next stage – “Reverse Auction”.

# MY BIDS – after stage closing

Tender Id:378 77-1671-14 - FOR TESTING

Stage Id:526 Sealed RFQ

Status: OPEN FOR BIDDING

Time Remaining: 0 Days 8 Hours 53 min 28 sec

Tender Info

Items

My Response

My Bids

Rules

Events

Notes

## My Bids

Status	Entered on	Items	Change
<a href="#">1373</a> <b>ENTERED</b>	<a href="#">2014-03-19 11:36:27</a>	Lot 2 - Supply of Ball bearings Lot 1 - Supply of Roller bearings	<a href="#">Change!</a>
<a href="#">1372</a> <b>REPLACED /2014-03-19 11:36:27</b>	<a href="#">2014-03-19 11:30:45</a>	Lot 2 - Supply of Ball bearings Lot 1 - Supply of Roller bearings	

The last submitted offer is in ENTERED status. Click on it to see detailed information (as per the example below you are chosen for Contractor for Item 2 and not chosen for Item 1)

Tender Id:378 77-1671-14 - FOR TESTING

Stage Id:526 Sealed RFQ

Status: PENDING CHOISE

Tender Info

Items

My Response

My Bids

Rules

Events

Notes

## Bids Information 1373/2014-03-19 11:36:27, Status ENTERED

<b>Id</b>	<b>Item Name</b>	
<b>721</b>	<b>Lot 1 - Supply of Roller bearings (EXPIRED)</b>	
	<b>Currency</b>	<b>EUR</b>
	<b>Total Price</b>	<b>11 300.00</b>
	<b>My Filled File</b>	<a href="#"><u>T378St526It721U52_20140319_113526.bdt</u></a>
<b>722</b>	<b>Lot 2 - Supply of Ball bearings (TRANSACTIONED)</b>	
	<b>Currency</b>	<b>EUR</b>
	<b>Total Price</b>	<b>15 600.00</b>
	<b>My Filled File</b>	<a href="#"><u>T378St526It722U52_20140319_113541.bdt</u></a>

# "Sealed RFQ" – Rules

SEALED RFQ

Tab **Rules** informs about basic rules for participation in the stage.

Tender Id:378 77-1671-14 - FOR TESTING		Stage Id:526 Sealed RFQ		Status: PENDING CHOISE	
--	--	-------------------------	--	------------------------	--

Tender InfoItemsMy ResponseMy BidsRulesEventsNotes

Rules

Tender Unique Name:	77-1671-14
Description:	Supply of bearings as per specification
Currency:	EUR
Tender Type:	FOR TESTING
Stage Type:	Sealed RFQ
Stage ID:	526
Start of Bidding:	2014-03-19 08:40
End of Bidding	2014-03-19 11:44
Stage Bidding Rule:	Participants are not required to bid for all items.
Stage Ranking Rule:	Participants bids are ranked by their price
Stage Information Release:	No participants are allowed to see bids of other participants.
Stage Closing Rule:	Using a fixed end time of stage
Item Bidding Rule:	All items open at the same time
Item Closing Rule:	All items close for bidding at the same time together with closing of stage

# "Sealed RFQ" – Events

SEALED RFQ

Tab **Events** displays information about all events in the stage as well your actions.

iTender Manager ContourGlobal Maritsa East 3

BEGIN | EXIT

Welcome AMK АД !

SETTINGS

Tender Id:378 77-1671-14 - FOR TESTING

Stage Id:526 Sealed RFQ

Status: PENDING CHOISE

Tender Info

Items

My Response

My Bids

Rules

Events

Notes

Message Center

Date & Time	Message
2014-03-19 11:46:07	TENDER ID 378, STAGE ID 526, Participant ID 52 - Your Bid ID is in Status: TRANSACTED (Item ID 722)!
2014-03-19 11:45:52	TENDER ID 378, STAGE ID 526, Participant ID 52 - Your Bid ID 1373 is in Status: EXPIRED (Item ID 721)!
2014-03-19 11:44:01	TENDER ID 378, STAGE ID 526 - Stage Closed for Bidding!
2014-03-19 11:36:27	TENDER ID 378, STAGE ID 526, Participant ID 52 (AMK АД) Replaced his Bid ID 1372 with Bid ID 1373 .
2014-03-19 11:30:45	TENDER ID 378, STAGE ID 526, Participant ID 52 (AMK АД) Sent bid ID 1372 .
2014-03-19 09:49:40	TENDER ID 378, STAGE ID 526, Participant ID 52 (AMK АД) Replaced his Answer ID 183 with New ID 184.
2014-03-19 09:05:13	TENDER ID 378, STAGE ID 526, Participant ID 52 (AMK АД) Replaced his Answer ID 182 with New ID 183.
2014-03-19 09:04:48	TENDER ID 378, STAGE ID 526, Participant ID 52 (AMK АД) Entered Answer ID ID 182 .
2014-03-19 08:40:01	TENDER ID 378, STAGE ID 526 - Stage Open for Bidding!

# "Sealed RFQ" – Notes

SEALED RFQ

Tab **NOTES** gives information about remarks and corrections entered by the Contracting authority after tender publishing.

ITender Manager ContourGlobal Maritsa East 3		BEGIN   EXIT
Welcome AMK АД !		SETTINGS
Tender Id:377 Test EN 14.03.2014 - FOR TESTING      Stage Id:525 Open RFQ (with timeout)      Status: CLOSED - CONTRACTOR HAS BEEN CHOSEN		
<div>Tender InfoItemsMy BidsRulesEventsNotes</div>		
NOTES		
ID	ENTERED ON:	EDITED ON:
14	2014-03-14 12:58:16	
DESCRIPTION	There is typing mistake.	
Published/Revised by:	ДЕНИЦА ЦОНЕВА	



**Submission of Offer in stage  
“Open Request For Quotation(Open RFQ) or „Reverse Auction“**

# Open Request For Quotation – “Open RFQ”

REVERSE AUCTION

Enter the electronic procedure Open Request For Quotation (Open RFQ) being of interest to you

Enter the procedure by clicking its name

ITender Manager ContourGlobal Maritsa East 3

BEGIN | EXIT

Welcome AMK АД !

SETTINGS

This page shows information about your active events

Active Tenders					
Status	Event	Id	STAGE ID	Time Remaining	Type
PUBLISHED	<a href="#">IT-MAR-19-01 / Supply of bearings as per specification</a>	TENDER ID 379	STAGE ID 527	0 дни 0 часа 13 мин	Open RFQ (with timeout)
PENDING CHOISE	<a href="#">77-1671-14 / Supply of bearings as per specification</a>	TENDER ID 378	STAGE ID 526	---	Sealed RFQ
CLOSED - CONTRACTOR HAS BEEN CHOSEN	<a href="#">Test EN 14.03.2014 / Supply of bearings</a>	TENDER ID 377	STAGE ID 525	---	Open RFQ (with timeout)
TRANSFERRED TO NEXT STAGE	<a href="#">Test EN 14.03.2014 / Supply of bearings</a>	TENDER ID 377	STAGE ID 524	---	Sealed RFQ
CLOSED - CONTRACTOR HAS BEEN CHOSEN	<a href="#">IT-FEB-25-01 / Test</a>	TENDER ID 371	STAGE ID 515	---	Open RFQ (with timeout)
TRANSFERRED TO NEXT STAGE	<a href="#">IT-FEB-25-01 / Test</a>	TENDER ID 371	STAGE ID 513	---	Sealed RFQ
PENDING CHOISE	<a href="#">IT-FEB-24-01 / test</a>	TENDER ID 370	STAGE ID 512	---	Open RFQ (with timeout)
CLOSED - CONTRACTOR HAS BEEN CHOSEN	<a href="#">IT-FEB-20-01 / Test</a>	TENDER ID 367	STAGE ID 505	---	Open RFQ (with timeout)

# Tabs description – system functions

REVERSE AUCTION

Tender Id:379 IT-MAR-19-01 - FOR TESTING

Stage Id:527 Open RFQ (with timeout)

Status: PUBLISHED

Time to Start of Bidding: 0 Days 0 Hours 12 min 7 sec

Tender Info

Items

My Bids

Rules

Events

Notes

Open RFQ Info

Part I - Information and Documents to be downloaded

Tender Unique Name	IT-MAR-19-01
Description	Supply of bearings as per specification
Currency	EUR
Tender Type	FOR TESTING
Stage ID 527	
Stage Type	Open RFQ (with timeout)
Start of Bidding	2014-03-19 12:30
Stage Bidding Rule	Participants are not required to bid for all items.
Stage Ranking Rule	Participants bids are ranked by their price
Stage Information Release	No participants are allowed to see names of other participants
Stage Closing Rule	The Stage is closed after all items are closed.
Timeout [min]	15
Item Bidding Rule	All items open at the same time. Each item may have a different bidding duration
Item Closing Rule	Item Bidding is closed after expiration of its timeout.
Attached Documents	<a href="#">tender.txt Additional Info - Download!</a>

Tab **TENDER INFO**: describes information about the tender and current stage;

Tab **ITEMS**: Items description as well a form for offers submission;

Tab **MY BIDS**: list of participant's offers;

Tab **RULES**: describes main rules for participation in the stage;

Tab **EVENTS**: list of all participant's actions in the system;

Tab **NOTES**: gives information about remarks entered by the Contracting authority after tender publishing.

## REVERSE AUCTION

Tab **ITEMS** displays the Items announced by Contracting authority and gives access to the form for offers submission

**Timeout** – time indicator, counting down to 0. When the system registers an offer, time indicator starts from its initial value for the relevant Item and counts down to 0. In case there is no other bid submitted, timeout reaches 0, and the system stops accepting offers for that Item. The stage is closed for bidding after time indicators of all Items reach 0.

# ITEMS - Offering process – Step 1

REVERSE AUCTION

Click **PREPARE BID** button to enter the screen for bidding

Tender Id:379 IT-MAR-19-01 - FOR TESTING

Stage Id:527 Open RFQ (with timeout)

Status: OPEN FOR BIDDING

Tender Info

Items

My Bids

Rules

Events

Notes

Legend

⊘

Closed for bidding

🚩

My bid is the best

ID	Item Name	Currency	Best Price	Min Bidding Step (Max Bidding Step)	Initial Price	My Price	Timeout
723	Lot 1 - Supply of Roller bearings	EUR	0.00	500.00 (1 500.00)	15 600.00		
724	Lot 2 - Supply of Ball bearings	EUR	0.00	500.00 (1 500.00)	19 000.00		

# ITEMS - Offering process – Step 2

REVERSE AUCTION

Tender Info Items My Bids Rules Events Notes							
Legend  Closed for bidding  My bid is the best							
Items							
ID	Item Name	Easy Bid	My Price	Currency	Best Price	Min Bidding Step (Max Bidding Step)	Initial Price
723	Lot 1 - Supply of Roller bearings	15 600.00 - 14 100.00	<input type="text" value="15 605.00"/>	EUR	0.00	500.00 (1 500.00)	15 600.00
724	Lot 2 - Supply of Ball bearings	19 000.00 - 17 500.00	<input type="text"/>	EUR	0.00	500.00 (1 500.00)	19 000.00

Back Apply Bid

**Easy Bid** – gives the bidding range (min and max price to be submitted). The Open RFQ stage is dynamic and another participant could meanwhile place that price. Click **Easy Bid** to update the range, before submitting your offer in **My Price** field.

**Best Price** (Best P) – it is the lowest price at the moment. The system allows the first participant to enter the initial price, i.e. **My Price = Initial Price**.

Note: You are the first participant if **Best Price** field is empty.

**New Price** (New P) – the new offer shall be in following range:

- A price less than or equal to Best Price (Best P) minus the Min Step (S min) and higher than or equal to Best Price (Best P) minus Max Step (S max),

• **Best P - S min >= New P >= Best P - S max**

Example:

• Best P = 20 000 Euro

• S min = 1 000 Euro

• S max = 3 000 Euro

Participant may bid in the range from 19 000 Euro to 17 000 Euro (calculated by Easy Bid). If the new submitted price is 18 000 Euro, next range shall be from 17 000 Euro to 15 000 Euro and so on.

**NOTE:** If your bid is higher than the range, the system shall not accept it. For example:



Tender Id:379 IT-MAR-19-01 - FOR TESTING	Stage Id:527 Open RFQ (with timeout)	Status: OPEN FOR BIDDING
--	--------------------------------------	--------------------------



TENDER ID 379, STAGE ID 527, Participant ID 52 (AMK A/D) - Failed to Bid for Item ID 723, Price: 15605.00 - There is a Better Price.

# ITEMS - Offering process – Step 3

REVERSE AUCTION

Tender InfoItemsMy BidsRulesEventsNotes

Legend  Closed for bidding  My bid is the best

ID	Item Name	Easy Bid	My Price	Currency	Best Price	Min Bidding Step (Max Bidding Step)	Initial Price
723	Lot 1 - Supply of Roller bearings	 15 600.00 - 14 100.00	<input type="text" value="15 600,00"/>	EUR	0.00	500.00 (1 500.00)	15 600.00
724	Lot 2 - Supply of Ball bearings	 19 000.00 - 17 500.00	<input type="text" value="19 000,00"/>	EUR	0.00	500.00 (1 500.00)	19 000.00

BackApply Bid

1. Enter a price for the Item you wish to participate for.
2. Press **APPLY BID** button.

**Note: At Open RFQ stage you may bid for one, several or all Items simultaneously!**

The system confirms that your bid for both Items has been accepted:

Tender Id:379 IT-MAR-19-01 - FOR TESTING

Stage Id:527 Open RFQ (with timeout)

Status: OPEN FOR BIDDING

TENDER ID 379, STAGE ID 527, Participant ID 52 (AMK АД) - Entered Bid ID 1374 for Item ID 723.

TENDER ID 379, STAGE ID 527, Participant ID 52 (AMK АД) - Entered Bid ID 1375 for Item ID 724.




## ITEMS - Offering process – Step 4

After confirmation the system displays the screen where you can monitor bidding process. Only here you have a detailed information whether your price is the best.

**It is highly recommended to look out this screen.**

As per the example below you have a green flag for both Items, which means that your price is the Best Price for both Items (Best Price = My Price).

Here you see the Timeout, i.e. how much time remains until closing of each Item.

<div>Tender Info</div> <div>Items</div> <div>My Bids</div> <div>Rules</div> <div>Events</div> <div>Notes</div>							
					<div>Legend</div> <div> Closed for bidding</div> <div> My bid is the best</div>		
Items				<div>Prepare Bid</div>			
ID	Item Name	Currency	Best Price	Min Bidding Step (Max Bidding Step)	Initial Price	My Price	Timeout
723	Lot 1 - Supply of Roller bearings	EUR	15 600.00	500.00 (1 500.00)	15 600.00	 15 600.00	14 min 4 sec
724	Lot 2 - Supply of Ball bearings	EUR	19 000.00	500.00 (1 500.00)	19 000.00	 19 000.00	14 min 4 sec






## ITEMS - Offering process – Step 5

REVERSE AUCTION

In case another participant submits a lower price for an Item, the green flag in front of your price hides. The value of Best Price changes as well the Timeout for relevant Item. (Example: Item 1)

**NOTE: You are not allowed to see other participants' name and price!**

Tender Info Items My Bids Rules Events Notes							
				Legend		Closed for bidding	 My bid is the best
Items		Prepare Bid					
ID	Item Name	Currency	Best Price	Min Bidding Step (Max Bidding Step)	Initial Price	My Price	Timeout
723	Lot 1 - Supply of Roller bearings	EUR	14 900.00	500.00 (1 500.00)	15 600.00	15 600.00	14 min 43 sec
724	Lot 2 - Supply of Ball bearings	EUR	19 000.00	500.00 (1 500.00)	19 000.00	 19 000.00	10 min 26 sec

Press **PREPARE BID** button and perform Step 3 in order to submit a better price for Item 1.

# ITEMS - Offering process – Step 6

Tender InfoItemsMy BidsRulesEventsNotes

Legend Closed for bidding My bid is the best

ID	Item Name	Easy Bid	My Price	Currency	Best Price	Min Bidding Step (Max Bidding Step)	Initial Price
723	Lot 1 - Supply of Roller bearings	14 400.00 - 13 400.00	14400	EUR	14 900.00	500.00 (1 500.00)	15 600.00
724	Lot 2 - Supply of Ball bearings	18 500.00 - 17 500.00		EUR	19 000.00	500.00 (1 500.00)	19 000.00

BackApply Bid

Enter the New Price and click **Apply Bid** button

Tender Id:379 IT-MAR-19-01 - FOR TESTINGStage Id:527 Open RFQ (with timeout)Status: OPEN FOR BIDDING

TENDER ID 379, STAGE ID 527, Participant ID 52 (AMK АД) - Replaced his Bid ID 1374 with Bid ID 1377 for Item ID 723.

The system confirms your bid acceptance.

# ITEMS - Offering process – Step 7

Tender Id:379 IT-MAR-19-01 - FOR TESTING

Stage Id:527 Open RFQ (with timeout)

Status: OPEN FOR BIDDING

Tender Info

Items


My Bids

Rules


Events

Notes

Legend





Closed for bidding

 My bid is the best

Items

Prepare Bid

ID	Item Name	Currency	Best Price	Min Bidding Step (Max Bidding Step)	Initial Price	My Price	Timeout
723	Lot 1 - Supply of Roller bearings	EUR	14 400.00	500.00 (1 500.00)	15 600.00	 14 400.00	13 min 47 sec
724	Lot 2 - Supply of Ball bearings	EUR	19 000.00	500.00 (1 500.00)	19 000.00	 19 000.00	6 min 47 sec

After confirmation the system displays the screen where you can monitor bidding process.  
You have a green flag for both Items again.

# MY BIDS - after offer submission

REVERSE AUCTION

Tab **MY BIDS** shows information about your offers submitted:

- **ID** = unique identification number of your offer
- **STATUS** = status of your offer
- **Date and hour** of submission

ITender Manager ContourGlobal Maritsa East 3

WELCOME AMK АД !

SETTINGS

Tender Id:379 IT-MAR-19-01 - FOR TESTING

Stage Id:527 Open RFQ (with timeout)

Status: OPEN FOR BIDDING

Tender Info

Items

My Bids

Rules

Events

Notes

My Bids

ID	Status	For Item	Entered on	Replaced on
1377	ENTERED	ID 723 - Lot 1 - Supply of Roller bearings	2014-03-19 12:35:43	
1375	ENTERED	ID 724 - Lot 2 - Supply of Ball bearings	2014-03-19 12:28:43	
1374	REPLACED	ID 723 - Lot 1 - Supply of Roller bearings	2014-03-19 12:28:43	2014-03-19 12:35:43

Possible offer **STATUS**: entered, replaced, transacted, expired and pending next stage.

- **ENTERED** – your offer has been sent to Contracting authority
- **REPLACED** – when you change a submitted offer its status becomes REPLACED (only the last submitted offer has ENTERED status)
- **TRANSACTIONED** – you are chosen for Contractor after “Open RFQ” / “Reverse Auction” closing
- **EXPIRED** - you are not chosen for Contractor after “Open RFQ” / “Reverse Auction” closing
- **PENDING NEXT STAGE** – your last offer gets this status when the stage is transferred to next stage – “Reverse Auction”.

# "Open RFQ" – My Bids

REVERSE AUCTION

Tender Info Items My Bids Rules Events Notes				
My Bids				
ID	Status	For Item	Entered on	Replaced on
<a href="#">1377</a>	<a href="#">ENTERED</a>	<a href="#">ID 723 - Lot 1 - Supply of Roller bearings</a>	<a href="#">2014-03-19 12:35:43</a>	
<a href="#">1375</a>	<a href="#">ENTERED</a>	<a href="#">ID 724 - Lot 2 - Supply of Ball bearings</a>	<a href="#">2014-03-19 12:28:43</a>	
<a href="#">1374</a>	<a href="#">REPLACED</a>	<a href="#">ID 723 - Lot 1 - Supply of Roller bearings</a>	<a href="#">2014-03-19 12:28:43</a>	<a href="#">2014-03-19 12:35:43</a>

In order to see a detailed information about your offer click its status. A screen with details will open:

Tender Info Items My Bids Rules Events Notes				
Bids Information 1377/2014-03-19 12:35:43, Status ENTERED				
Id	Item Name			
723	Lot 1 - Supply of Roller bearings			
Currency			EUR	
Total Price			14400.00	

# "Open RFQ" – End of Bidding

REVERSE AUCTION



There is a time indicator in the system called **Timeout**, which counting from initially determined by Contracting authority value down to 0. The end of bidding for each Item occurs when there is no other bid submitted during Timeout period and the time indicator reached 0.

The stage is closed for bidding after time indicators of all Items reach 0.

In the example below the bidding for Item 1 is closed, while the stage is still OPEN FOR BIDDING as offers for Item 2 are accepted.

Tender Id:379 IT-MAR-19-01 - FOR TESTING			Stage Id:527 Open RFQ (with timeout)		Status: OPEN FOR BIDDING		
<div>Tender InfoItemsMy BidsRulesEventsNotes</div>							
					<div>Legend<div><div></div></div>Closed for bidding<div><div></div></div>My bid is the best</div>		
Items			Prepare Bid				
ID	Item Name	Currency	Best Price	Min Bidding Step (Max Bidding Step)	Initial Price	My Price	Timeout
723	Lot 1 - Supply of Roller bearings	EUR	<div><div></div>13 500.00</div>	500.00 (1 500.00)	15 600.00	14 400.00	Closed
724	Lot 2 - Supply of Ball bearings	EUR	18 000.00	500.00 (1 500.00)	19 000.00	<div><div></div>18 000.00</div>	0 min 51 sec

In next example the system stopped accepting offers for both Items and the stage is closed for bidding – it is in **PENDING CHOISE** status.

Tender Id:379 IT-MAR-19-01 - FOR TESTING		Stage Id:527 Open RFQ (with timeout)		Status: PENDING CHOISE						
<div>Tender InfoItemsMy BidsRulesEventsNotes</div>										
						Legend		Closed for bidding		My bid is the best
Items			Prepare Bid							
ID	Item Name	Currency	Best Price	Min Bidding Step (Max Bidding Step)	Initial Price	My Price	Timeout			
723	Lot 1 - Supply of Roller bearings	EUR	 13 500.00	500.00 (1 500.00)	15 600.00	14 400.00	Closed			
724	Lot 2 - Supply of Ball bearings	EUR	 18 000.00	500.00 (1 500.00)	19 000.00	 18 000.00	Closed			

# "Open RFQ" – My Bids

REVERSE AUCTION

The stage is in **CLOSED - CONTRACTOR HAS BEEN CHOSEN** status. The **Transacted** and **Expired** offers are seen. At Open RFQ stage you may submit a separate offer for each Item. Therefor at this screen you may see if the offer is Transacted.

ITender Manager ContourGlobal Maritsa East 3

BEGIN | EXIT

Welcome AMK АД !

SETTINGS

Tender Id:379 IT-MAR-19-01 - FOR TESTING      Stage Id:527 Open RFQ (with timeout)      Status: CLOSED - CONTRACTOR HAS BEEN CHOSEN

Tender Info

Items

My Bids

Rules

Events

Notes

Message Center

Date & Time	Message
2014-03-19 13:00:08	TENDER ID 379, STAGE ID 527 - Stage closed - contractor has been chosen!
2014-03-19 12:59:57	TENDER ID 379, STAGE ID 527, Participant ID 52 - Your Bid ID 1380 is in Status: TRANSACTED (Item ID 724)!
2014-03-19 12:59:45	TENDER ID 379, STAGE ID 527, Participant ID 52 - Your Bid ID 1377 is in Status: EXPIRED (Item ID 723)!
2014-03-19 12:57:39	Tender ID 379 Stage ID 527 - Have been closed for bidding.
2014-03-19 12:57:39	Tender ID 379 Stage ID 527 Item ID 724 - Timeout expired.
2014-03-19 12:56:41	Tender ID 379 Stage ID 527 Item ID 723 - Timeout expired.
2014-03-19 12:42:38	TENDER ID 379, STAGE ID 527, Participant ID 52 (AMK АД) - Replaced his Bid ID 1378 with Bid ID 1380 for Item ID 724.
2014-03-19 12:40:54	TENDER ID 379, STAGE ID 527, Participant ID 52 (AMK АД) - Replaced his Bid ID 1375 with Bid ID 1378 for Item ID 724.
2014-03-19 12:35:43	TENDER ID 379, STAGE ID 527, Participant ID 52 (AMK АД) - Replaced his Bid ID 1374 with Bid ID 1377 for Item ID 723.
2014-03-19 12:28:43	TENDER ID 379, STAGE ID 527, Participant ID 52 (AMK АД) - Entered Bid ID 1375 for Item ID 724.
2014-03-19 12:28:43	TENDER ID 379, STAGE ID 527, Participant ID 52 (AMK АД) - Entered Bid ID 1374 for Item ID 723.
2014-03-19 12:26:41	TENDER ID 379, STAGE ID 527, Participant ID 52 (AMK АД) - Failed to Bid for Item ID 723, Price: 15605.00 - There is a Better Price.
2014-03-19 12:23:02	TENDER ID 379, STAGE ID 527 - Stage Open for Bidding!

# "Open RFQ" – Rules

REVERSE AUCTION

Tab **Rules** informs about basic rules for participation in the stage.

iTender Manager ContourGlobal Maritsa East 3		BEGIN   EXIT
Welcome AMK АД !		SETTINGS
Tender Id:379 IT-MAR-19-01 - FOR TESTING      Stage Id:527 Open RFQ (with timeout)      Status: OPEN FOR BIDDING		
<div>Tender InfoItemsMy Bids<b>Rules</b>EventsNotes</div>		
<b>Rules</b>		
Tender Unique Name:	IT-MAR-19-01	
Description:	Supply of bearings as per specification	
Currency:	EUR	
Tender Type:	FOR TESTING	
Stage Type:	Open RFQ (with timeout)	
Stage ID:	527	
Start of Bidding:	2014-03-19 12:23	
Stage Bidding Rule:	Participants are not required to bid for all items.	
Stage Ranking Rule:	Participants bids are ranked by their price	
Stage Information Release:	No participants are allowed to see names of other participants	
Stage Closing Rule:	The Stage is closed after all items are closed.	
Timeout [min]:	15	
Item Bidding Rule:	All items open at the same time. Each item may have a different bidding duration	
Item Closing Rule:	Item Bidding is closed after expiration of its timeout.	



# "Open RFQ" – Events

REVERSE AUCTION

Tab **Events** displays information about all events in the stage as well your actions.

iTender Manager ContourGlobal Maritsa East 3

BEGIN | EXIT

Welcome AMK AᎡ !

SETTINGS

Tender Id:379 IT-MAR-19-01 - FOR TESTING

Stage Id:527 Open RFQ (with timeout)

Status: CLOSED - CONTRACTOR HAS BEEN CHOSEN

Tender Info

Items

My Bids

Rules

Events

Notes

Message Center

Date & Time	Message
2014-03-19 13:00:08	TENDER ID 379, STAGE ID 527 - Stage closed - contractor has been chosen!
2014-03-19 12:59:57	TENDER ID 379, STAGE ID 527, Participant ID 52 - Your Bid ID 1380 is in Status: TRANSACTED (Item ID 724)!
2014-03-19 12:59:45	TENDER ID 379, STAGE ID 527, Participant ID 52 - Your Bid ID 1377 is in Status: EXPIRED (Item ID 723)!
2014-03-19 12:57:39	Tender ID 379 Stage ID 527 - Have been closed for bidding.
2014-03-19 12:57:39	Tender ID 379 Stage ID 527 Item ID 724 - Timeout expired.
2014-03-19 12:56:41	Tender ID 379 Stage ID 527 Item ID 723 - Timeout expired.
2014-03-19 12:42:38	TENDER ID 379, STAGE ID 527, Participant ID 52 (AMK AᎡ) - Replaced his Bid ID 1378 with Bid ID 1380 for Item ID 724.
2014-03-19 12:40:54	TENDER ID 379, STAGE ID 527, Participant ID 52 (AMK AᎡ) - Replaced his Bid ID 1375 with Bid ID 1378 for Item ID 724.
2014-03-19 12:35:43	TENDER ID 379, STAGE ID 527, Participant ID 52 (AMK AᎡ) - Replaced his Bid ID 1374 with Bid ID 1377 for Item ID 723.
2014-03-19 12:28:43	TENDER ID 379, STAGE ID 527, Participant ID 52 (AMK AᎡ) - Entered Bid ID 1375 for Item ID 724.
2014-03-19 12:28:43	TENDER ID 379, STAGE ID 527, Participant ID 52 (AMK AᎡ) - Entered Bid ID 1374 for Item ID 723.
2014-03-19 12:26:41	TENDER ID 379, STAGE ID 527, Participant ID 52 (AMK AᎡ) - Failed to Bid for Item ID 723, Price: 15605.00 - There is a Better Price.
2014-03-19 12:23:02	TENDER ID 379, STAGE ID 527 - Stage Open for Bidding!

# "Open RFQ" – Notes

REVERSE AUCTION

Tab **NOTES** gives information about remarks and corrections entered by the Contracting authority after tender publishing.

ITender Manager ContourGlobal Maritsa East 3		BEGIN   EXIT
Welcome AMK АД !		SETTINGS
Tender Id:377 Test EN 14.03.2014 - FOR TESTING      Stage Id:525 Open RFQ (with timeout)      Status: CLOSED - CONTRACTOR HAS BEEN CHOSEN		
<div>Tender InfoItemsMy BidsRulesEvents<b>Notes</b></div>		
<b>NOTES</b>		
ID	ENTERED ON:	EDITED ON:
14	2014-03-14 12:58:16	
DESCRIPTION	There is typing mistake.	
Published/Revised by:	ДЕНИЦА ЦОНЕВА	

# "Open RFQ" – tender monitoring

REVERSE AUCTION

**Open RFQ** stage is dynamic due to simultaneous activity of other participants when submitting their offers.

You have to monitor **Items** tab from the horizontal menu to check if your price is the Best Price! The page refreshes (updates information) in every 20 seconds. In case you wish to update the information in a shorter interval, do it manually by clicking the Items button.

If your price is higher than the Best Price you may revise your bid.

Tender Id:379 IT-MAR-19-01 - FOR TESTING

Stage Id:527 Open RFQ (with timeout)

Status: OPEN FOR BIDDING

Tender Info

Items


My Bids

Rules


Events

Notes

Legend





Closed for bidding



My bid is the best

Items

Prepare Bid

ID	Item Name	Currency	Best Price	Min Bidding Step (Max Bidding Step)	Initial Price	My Price	Timeout
723	Lot 1 - Supply of Roller bearings	EUR	 13 500.00	500.00 (1 500.00)	15 600.00	14 400.00	Closed
724	Lot 2 - Supply of Ball bearings	EUR	18 000.00	500.00 (1 500.00)	19 000.00	 18 000.00	0 min 51 sec

If **MY PRICE > BEST PRICE**:

You are not the participant with best offer. Press **PREPARE BID** button to improve your offer.

# End of bidding – rules for Timeout extension

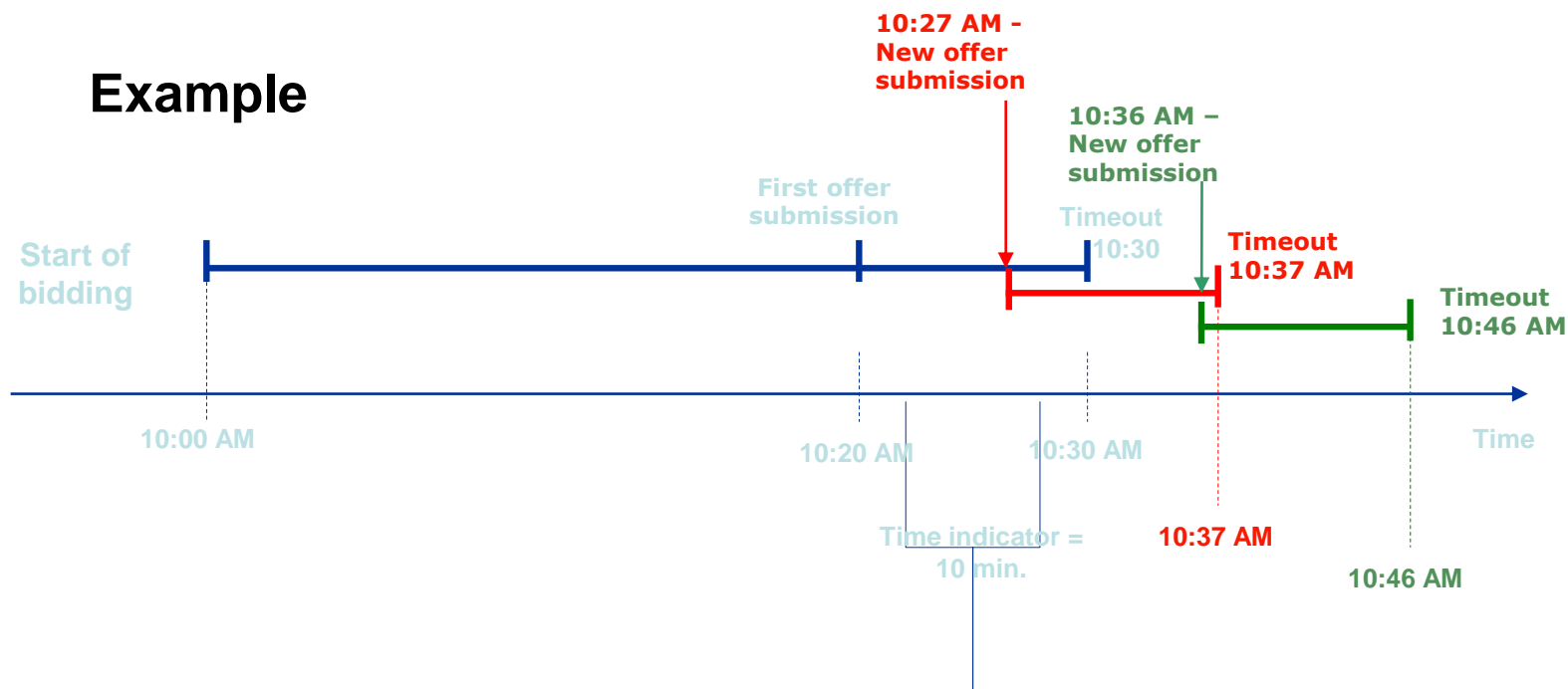
REVERSE AUCTION

New Prices may be submitted until expiration of Timeout, after that the bidding for relevant Item ends.

There is a time indicator in the system called Timeout, which counting from initially determined by Contracting authority value down to 0. When the system registers an offer, time indicator starts from its initial value for the relevant Item and counts down, i.e. the time for bidding is extended with one more Timeout period.

The bidding ends when there is no other offer submitted for the relevant Item during Timeout period and the time indicator reached 0. (Click Rules tab in order to get familiar with the rules for end of bidding and maximum Timeout value)  
The stage is closed for bidding after time indicators of all Items reach 0.

## Example



**Note:** Do not wait for the last moment to place an offer as delays in Internet are unpredictable and the system may not accept bids submitted in the last minute of Timeout period.

Besides bidding in last minute does not guarantee you that yours is the Best Price at electronic tender closing.