

## **PART II: Tenderers**

### **EXCHANGE INFORMATION ABOUT THE OPERATOR**

Every operator can change its information, after logging into the system, as following:

1. By clicking on the operator's name and last name in the top menu, it opens the information about the operator;
2. Change your information, and click "Save" to save the modified data;
3. If you want to change the password, you type your new password in the fields "Password" and "Repeat password", and by clicking "Save" to save the new password.

### **EXCHANGE INFORMATION ABOUT THE ENTITY**

An operator in charge can exchange information regarding Entity.

Exchange of information is performed in the following way:

1. By clicking on the "Entity", than on the "Profile", it opens Entity's data;
2. By clicking on "Change", unlock the field to exchange;
3. after changing information, by clicking „Save" it confirms newly information;
4. If the tenderer is at the same time the contracting authority as well, by clicking "Update" it is possible to upgrade the profile, by completing forms about the contracting authority and then by clicking "Save" after which an operator in charge shall receive in its email box a registration form for the contracting authority;
5. An operator in charge might edit additional information such as products or references by clicking on "Products" or "Reference" whereby it can add new products or references by clicking on "Create", or edit existing products or references by clicking "Options" and then "Change" next to the product /references it wants to change.

An operator in charge cannot change the following information:

1. Name
2. IDB/JIB

In the case there is a need to change some of the data that operator in charge is unable to change, it is necessary to contact the Public Procurement Agency with the request for exchange of this information.

## ORGANIZATIONAL UNITS MANAGEMENT

An operator in charge can manage organizational units as following:

1. By clicking "Entity" than "Organizational Units" it opens organizational units' overview
2. By clicking "Create", you can start adding new organizational units;
3. After completing information about the organizational unit and clicking "Save", you will receive in your e-mail box a registration form for the organizational unit which you will send by fax to the Public Procurement Agency of BiH signed with the imprint of the seal and the corresponding attachments.

## MANAGING OPERATORS

An operator in charge can manage operators as following:

1. By clicking "Entity" than "Operators" it opens operator's overview;
2. By clicking "Create", you can start adding new operator;
3. After completing information about the operator, you shall create a new operator by clicking "Save";
4. By clicking "Options" next to the operator, then clicking "Deactivate", you can deactivate existing operator;
5. If you want to activate the deactivated operator, you can do it by clicking on "Options" next to the operator, then click "Activate";
6. If you want to appoint assistant operator as an operator in charge, you can do it by clicking on "Options" next to the operator, and then "Appoint as an operator in charge ";
7. If you want to change the information about operator, you can do it by clicking "Options" next to the operator, and then "Edit" and then you can edit the necessary information and by clicking "Save" to save the changes already done.

Note: It is not possible to delete operator. It is not possible to change the operator's user name.

## SEARCH OF INFORMATION

Search of information can be done in the following way:

1. By clicking "Search of information" it opens search of information form;
2. After completing one or more fields for search and after clicking "Search", you shall start search through published notices;
3. If you do not complete any of the search boxes after clicking on the "Search", an application shall display all published notices;
4. By clicking "Actions" then "View", notice could be reviewed;
5. Every notices that are published in the same procedure or are otherwise related to concerned notice, can be reviewed by clicking "Actions" then "Related";
6. By clicking "Actions" and "Download", notice can be downloaded;
7. If tender documentation is available along with the procurement notice, same can be downloaded by clicking "Actions" then "Download the TD".

## SEARCH OF PROCEDURES

Search of procedures can be done in the following ways:

1. By clicking "Procedures" it opens search of procedures form;
2. An application displays all the procedures with published notice;
3. You shall start search of procedures by completing any search field, and after this by clicking icon magnifier, next to the field, or key Enter on the keyboard;
4. First four numbers of the number of notice is number of the procedure. For example, if the number of notice is 1111-1-1-11-1-11/15, the number of procedure for which this notice is published, is 1111-1-1-11/15
5. By clicking "View" next to the procedure, it opens procedure.

## DOWNLOADING TENDER DOCUMENTS

Tender documents can be downloaded in one of two ways:

1. On the link "Search of notices" click "Actions" next to the notice, and then "Download TD"
2. On the link "Procedures" click "View" and then "Tender Documents" (in the case of multi-phase procedures the button title are as following: "TD – Qualification's Conditions „or "TD - Initial Tender" or "TD - Final Tender");
3. After downloading the tender documents, you have the possibility to generate reports on the tender documents downloading by clicking "Procedures", then "View" next to the procedure, and then „TD Report ".

Note:

- Tender documents are available for download only in the procedure for which contracting authority published tender documents at the Public Procurement Portal;
- If the contracting authority has published the tender documents at the Public Procurement Portal, it cannot be downloaded by other means provided for in the Law;
- If the contracting authority has published the tender documents at the Public Procurement Portal, contracting authority cannot claim compensation for it;
- In order to download tender documents, you must be logged into the system;
- Tender documents can be downloaded for an unlimited number of times.

## DOWNLOAD CHANGES AND/OR TENDER DOCUMENTS AMENDMENTS

If contracting authority publishes changes and/or amendment to the tender documents, tenderers that downloaded tender documents shall be informed about the publication of changes and/or amendment to the tender documents. Changes and/or amendments to the tender documents can be downloaded as described in the „Downloading tender documents“

## QUESTIONS AND ANSWERS

After downloading tender documents, part with question and answer about tender documents can be accessed as following:

1. By clicking "Procedures", then "View" next to the procedure, it opens procedure;
2. By clicking „Question and Answer „,it opens questions and answers overview;
3. By clicking "View" next to the question, review the question and answer (if the answer is posted);
4. By clicking "Create" it opens a form for posting new question;
5. By clicking "Download" your create questions and answers report.

## E-AUCTION

In the cases that the contracting authority specifies an e-Auction during the procedure, every tenderer whose bid met the conditions of the procedure, shall be notified when the contracting authority fix a time for an e-Auction.

By clicking on the "Auctions" in the left menu, then on "Auctions", one can browse an e-Auction. While browsing an e-Auction, one can see the e-Auctions in progress and scheduled an auction.

Tenderer's Operator in charge is the operator that automatically participates in an e-Auction. If you want to change an operator who shall participate in an e-Auction, you can do it before the start of e-Auction following:

1. A Form to change an Operator shall be open by clicking an e-Auction in scheduled e-Auctions.
2. Select an Operator who shall take part in an e-Auction and click on the "Assign" to confirm the selection.

After e-Auction commencement, one can see the current standings and bids of other tenderers.

Options available during the auction are as follows:

1. By clicking on "Details", the details of the object of procurement for which an e-Auction is organized shall be opened.
2. In the case that more than one e-Auction is active in the "ongoing e-Auctions" part, details of an e-Auction shall be opened by clicking on the number of procedure.
3. New bid tenderer can enter in the appropriate fields. It is not possible to give unfavourable bid in relation to the current one.
4. By clicking on the "Check ordinal number", tenderer can check what ordinal number tenderer shall holds in case of submission of the bid.
5. By clicking on "Current bid", tenderers shall return the values of all fields to the values of tenderer's current bid.
6. By clicking "Place bid", tenderer shall submit a new bid.

During an e-Auction, it is possible to bring down the price only within a certain range, which is written below the field for placing bid.

In the case of Domestic preferences implementation, an application automatically reduces the value of bid for the amount of domestic preference, thus calculating the current ordinal number of the bidder by using this reduced value.

After completion of an e-Auction, Report on the progress and completion of an e-Auction can be downloaded:

1. By clicking on the "Procedures", one shall opens procedures review.
2. By clicking on "View", one shall opens details of the auction next to the procedure for which an e-Auction took place.
3. By clicking the "Auction - Report(s)", one shall opens a list of available Reports.

By clicking the "Download", one shall downloads an e-Auction's Report next to the report.

## NOTIFICATION

The Public Procurement Portal implemented notification system which operators receive via the system (link "Notifications" in the top menu) and/or email address. Every tenderer may apply to receive notification about publication of notices in selected CPV division as following:

1. By clicking "Entity" then "Profile" it opens information about the Entity;
2. By clicking "CPV divisions" it opens an overview of selected CPV divisions;
3. By clicking the field "CPV divisions" and selecting the CPV division, you add a division to which you want to receive notifications;
4. It is possible to select a maximum number of five CPV divisions.

Tenderer shall receive notifications through the profile about published notice for CPV divisions selected by the profile, but also for all the CPV codes belonging to the selected divisions.

Tenderers shall be informed about the following changes in the system besides to this notification:

1. Posted answer to the question;
2. Posted changes and/or amendments to the tender documents;
3. Posted tender documents for the next stage of the procedure (in multiphase procedures);
4. New notice published during the procedure.
5. Activated contracting authority's organizational unit
6. Upgrade of tenderer to contracting authority approved