

GEORGIA eProcurement



Manual for Donor Electronic Procurement Procedure (DEP) announced in lots (edited)

Version 3.0

2020

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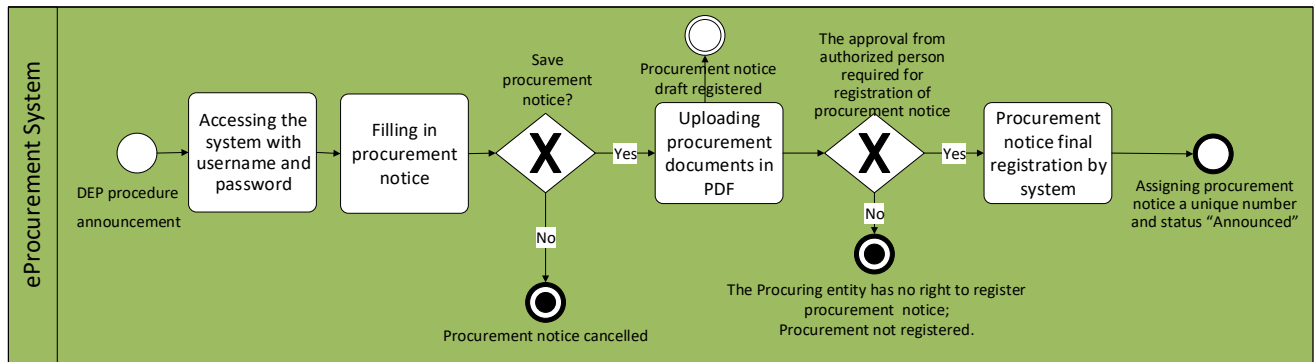
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Business process of Donor Electronic Procurement Procedure (DEP) announced in lots

Stage I

DEP procedure announcement by procuring entity

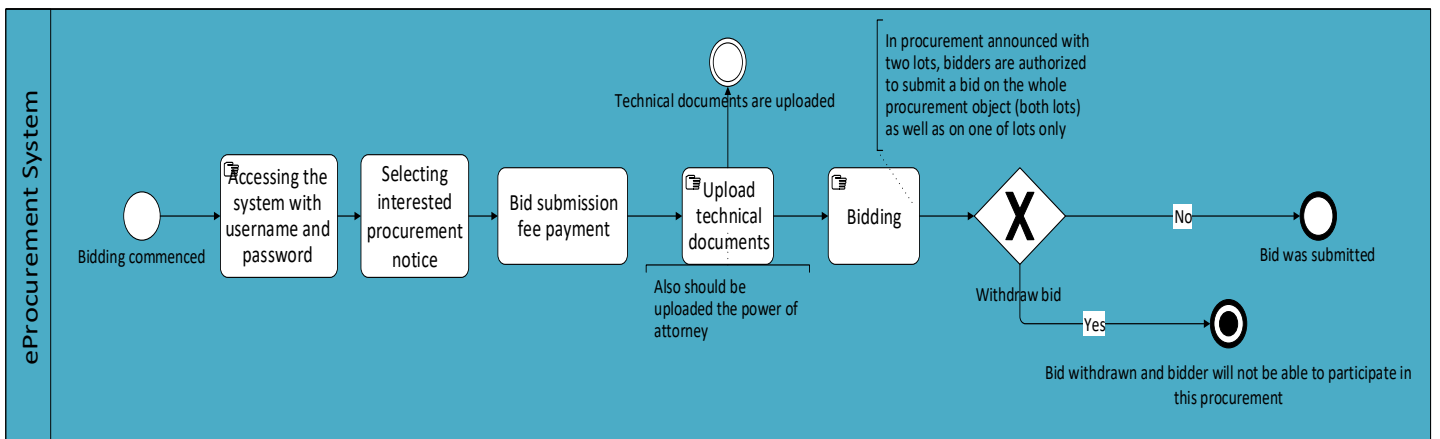
Actions performed by procuring entity



Stage II

Bidder participation in the DEP procedure

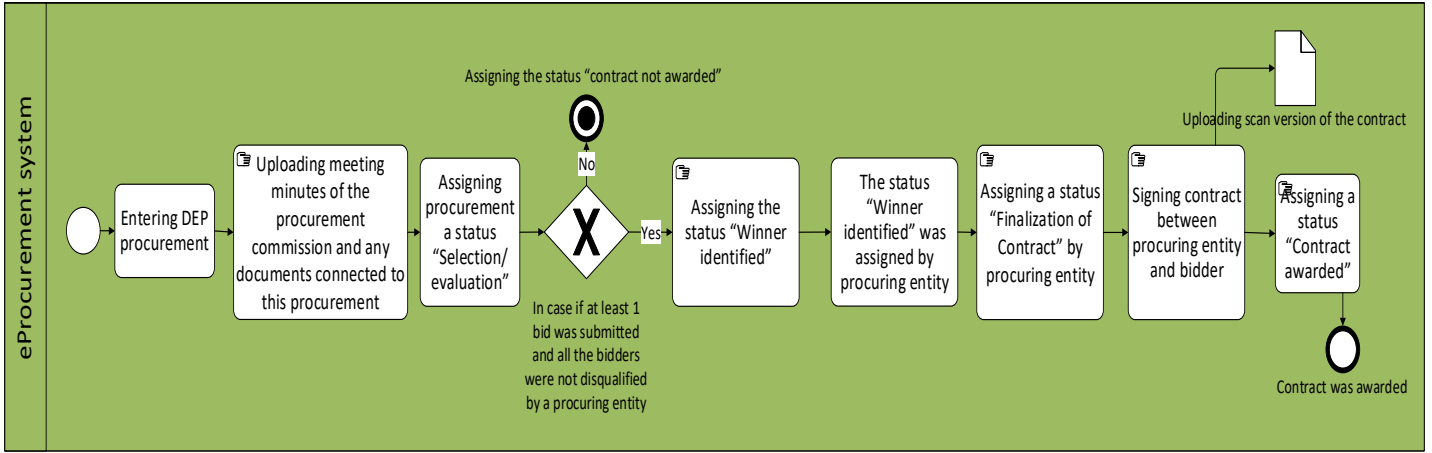
Bidder's actions



Stage III

Results (Selection/evaluation, Contract awarding)

Procurring entity's actions



Donor Electronic Procurement Procedure (DEP)

For the purposes of this book, a Donor Electronic Procurement Procedure (DEP) can be divided into three stages:

- **First stage** - announcement of a new DEP Procedure by a procuring entity;
- **Second stage** - supplier's participation in a DEP Procedure;
- **Third stage** – contract award;

1. Procuring Entity

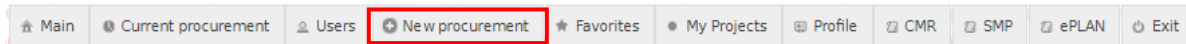
1.1. Announcement of DEP Procedure

A procuring entity, as a registered user of the system, should access the official web page of the State Procurement Agency <www.procurement.gov.ge> in order to announce a new DEP Procedure. Once accessed, you need to click on eProcurement tab, after which the window will appear as displayed in the picture below:

The screenshot shows the login page of the State Procurement Agency. At the top, there is a logo and the text 'სახელმწიფო შესყიდვების სააგენტო STATE PROCUREMENT AGENCY'. Below this, a welcome message states: 'Welcome to the Georgian electronic Government Procurement (Ge-GP) system - the official portal of State Procurement in Georgia. It ensures open, transparent and competitive environment for any participant of state procurement procedures. Ge-GP system is operated by the State Procurement Agency. The registration at the Ge-GP system is obligatory only for the procuring entities and the suppliers.' A blue login bar contains fields for 'Registered User' and 'Password', with an 'Enter' button. Below the login bar, there are buttons for 'Guest', '+ Register user', 'Message to administrator', and 'Password recovery'. At the bottom, there are language selection buttons for 'ქართული', 'Eng', and 'Русский'. An 'ATTENTION!' box contains a disclaimer: 'You can access the Ge-GP system via this webpage. Any person, registered at the Ge-GP system shall be responsible for legal consequences of any transaction made within the Ge-GP system, commensurate with the procedure, envisaged by Georgian legislation. The State Procurement Agency shall not bear any responsibility for any damage incurred through the use of the Ge-GP system.'

System allows you to choose your preferred language, by clicking **Geo**, **EN**, **Рус**:

Following the selection of the preferred language, you can enter the system with your username and password, as a procuring entity, after accessing the system the following window will appear with the following functional keys, as provided in the picture below:



In order to announce a procurement, you need to use the button **New procurement**, as a result of which the following window will appear on the screen, as shown in the picture below:

First of all, you must press the button **Procurement with donor funds** after which the following window should appear:

Procurement with donor funds

Procurement Type **Donor electronic procurement procedure**

Donor

Project Name

Lot Description

Procurement in lots

Classifier (CPV) code and specific procurement object

Additional Info

Amount or Volume of Procurements

Supply Period

Offer providing term

Financing

Estimated value of procurement GEL

Bid must be submitted

“Donor” - in this field you shall indicate the name of a donor:

Procurement with donor funds

Procurement Type **Donor electronic procurement procedure**

Donor

Project Name

Lot Description

Classifier (CPV) code and specific procurement object

The World Bank

European Bank for Reconstruction and Development

European Investment Bank

Asian Development Bank

Asian Infrastructure Investment Bank

KFW

Millennium Challenge Account Georgia

JICA

UNHCR

“Project Name” - in this field you shall indicate the name of a project;
“Lot Description”- in this field you shall indicate the name of a lot;
“Procurement in several lots” – in order to announce procurement with several lots, it is necessary to tick the appropriate point:

Procurement with donor funds

Procurement Type: Donor electronic procurement procedure

Donor: [dropdown]

Project Name: [text field]

Lot Description: [text field]

Procurement in 4 lots:

Classifier (CPV) code and specific procurement object: [text field]

Choose: [button]

“Classifier (CPV) code and specific procurement object” – in the text field you can specify a name of classifier (CPV) code. After typing not less than 3 letters) the system will automatically allow you to select a procurement object corresponding to the typed letters, as shown in the picture below:

Classifier (CPV) code and specific procurement object: com|


Additional Info

Amount or Volume of Procurements

Supply Period

30197610	- Composite paper and paperboard
30233151	- Compact disk (CD) reader and/or burner
30237130	- Computer cards
30237253	- Dust covers for computer equipment
30237270	- Portable computer carrying cases
30237410	- Computer mouse
31532120	- Compact fluorescent tube lamps
32342430	- Speech-compression system
32520000	- Telecommunications cable and equipment

Attention!

In order to enter text in English in the field, you need to use a special button  on upper left corner of the keyboard.

Or by clicking the button **Choose**:

Project Name

Lot Description

Procurement in 4 lots

Classifier (CPV) code and specific procurement object

Afterwards, the system provides the hierarchical list of classifier (CVP) codes:

CPV

CPV-ს არჩევა ხიდან CPV-ს ძებნა საკვანძო სიტყვით

- 03100000 - Agricultural and horticultural products
- 03200000 - Cereals, potatoes, vegetables, fruits and nuts
- 03300000 - Farming, hunting and fishing products
- 03400000 - Forestry and logging products
- 09100000 - Fuels
- 09200000 - Petroleum, coal and oil products
- 09300000 - Electricity, heating, solar and nuclear energy
- 14200000 - Sand and clay
- 14300000 - Chemical and fertiliser minerals
- 14400000 - Salt and pure sodium chloride
- 14500000 - Related mining and quarrying products
- 14600000 - Metal ores and alloys
- 14700000 - Basic metals

From which you choose the preferred classifier (CPV) code:

CPV

CPV-ს არჩევა ხიდან CPV-ს ძებნა საკვანძო სიტყვით

- 03100000 - Agricultural and horticultural products
- 03200000 - Cereals, potatoes, vegetables, fruits and nuts
- 03300000 - Farming, hunting and fishing products
- 03400000 - Forestry and logging products
- 09100000 - Fuels
- 09200000 - Petroleum, coal and oil products
- 09210000 - Lubricating preparations
- 09220000 - Petroleum jelly, waxes and special spirits
- 09230000 - Petroleum (crude)
- 09240000 - Oil and coal-related products
- 09300000 - Electricity, heating, solar and nuclear energy
- 14200000 - Sand and clay
- 14300000 - Chemical and fertiliser minerals
- 14400000 - Salt and pure sodium chloride
- 14500000 - Related mining and quarrying products
- 14600000 - Metal ores and alloys

In case of a procurement announced in several lots, you, as a procuring entity can choose the CPV code corresponding to each lot:

CPV

CPV-ს არჩევა ხდება CPV-ს ძეგნა სავანძო სიტყვით

- 03100000 - Agricultural and horticultural products
- 03200000 - Cereals, potatoes, vegetables, fruits and nuts
- 03300000 - Farming, hunting and fishing products
- 03400000 - Forestry and logging products
- 09100000 - Fuels
- 09200000 - Petroleum, coal and oil products
- 09210000 - Lubricating preparations
- 09220000 - Petroleum jelly, waxes and special spirits
- 09230000 - Petroleum (crude)
- 09240000 - Oil and coal-related products
- 09300000 - Electricity, heating, solar and nuclear energy
- 14200000 - Sand and clay
- 14300000 - Chemical and fertiliser minerals

Attention!

When announcing procurement, it is necessary to select the most detailed CPV code of the relevant procurement object. In case of a procurement in several lots, you must specify CPV codes for each lot. In case it is not possible, only then an upper hierarchical category should be selected and the name of a specific procurement object specified in the field: **“Additional Info”**.

object Choose

Additional Info

Amount or Volume of Procurements

Supply Period

Offer providing term

Financing

Estimated value of procurement GEL

Bid must be submitted

Save Cancel

“Amount or Volume of Procurements” - in this field you need to indicate the amount and volume of a procurement;

“Supply Period” – indicate the desired supply period;

“Offer providing term” – this field automatically calculates the possible minimum term (4 days) for a bid submission, according to the procurement type;

“**Financing**” – in this field you need to indicate the funding year of a procurement;
“**Estimated value of procurement**” - you shall specify the approximate value of a procurement in GEL (Georgian Lari);
“**Bid must be submitted**” – in this field you shall select “including VAT”. After filling out the above fields, if you want the system to keep the information about a procurement notice, you should press the button **Save**, otherwise, press the button **Cancel**.

Offer providing term: 20.03.2018 15:00
Financing: 2018 Funds (year)
Estimated value of procurement: 5000 GEL
Bid must be submitted: Excluding VAT
Buttons: Save, Cancel

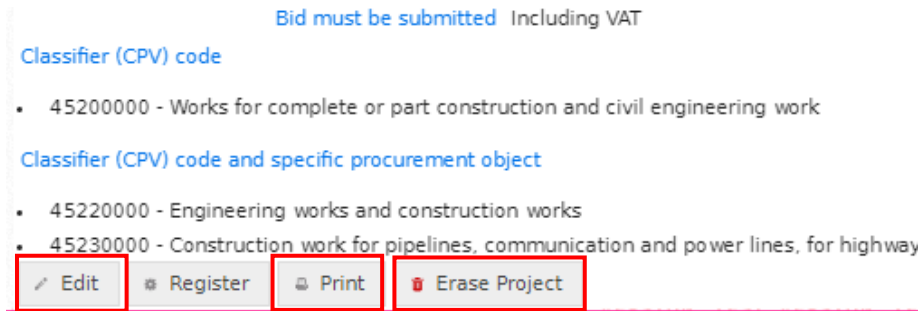
After clicking the button **Save**, the following window will appear on the screen, as seen in the picture below:

Procurement will be completed in prime time. Additional rounds will not be held
Back note, that procurement will be conducted in accordance with the procurement procedures of respective international
Procurement type: Donor electronic procurement procedure(DEP)
Donor: The World Bank
Project Name: Project
Lot Description: Lot #1 Lot #2
Announcement number: N/A
Procurement proceeding status: Draft call for tender
Procuring entities: To Do Club
Procurement announcement date:
Bids accepted from: 01.03.2018 00:00
Deadline for bid submission: 05.03.2018 17:30
Financing: 2018 Funds (year)
Estimated value of procurement: 5'000.00 GEL
Bid must be submitted: Including VAT
Classifier (CPV) code:
45100000 - Site preparation work
Classifier (CPV) code and specific procurement object
Buttons: Edit, Register, Print, Erase Project

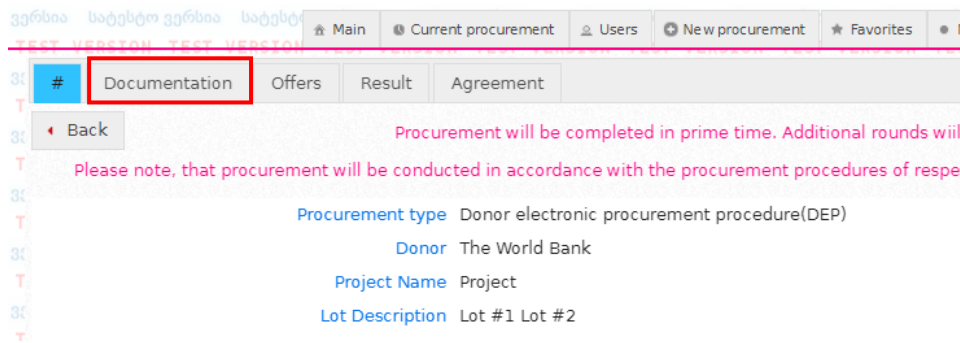
Information on new procurement will be automatically added to the list of projects, which will be available by clicking the button **My Projects**:

Main Current procurement Users New procurement Favorites My Projects Profile
Procurement will be completed in prime time. Additional rounds will not be held
Back note, that procurement will be conducted in accordance with the procurement procedures of respective international
Procurement type: Donor electronic procurement procedure(DEP)
Donor: The World Bank
Project Name: Project
Lot Description: Lot #1 Lot #2

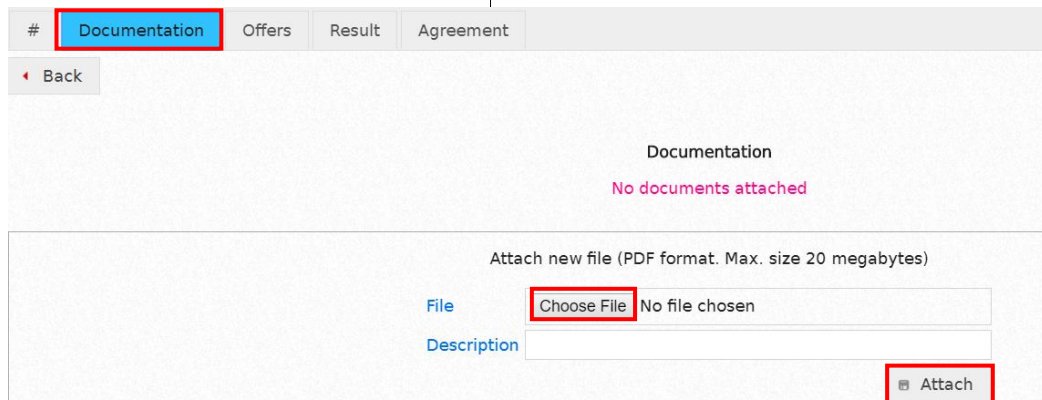
The system enables you to make changes you wish in a draft of a procurement notice, by clicking the button **Edit**, or by clicking the button **Print** – print it out, or by clicking **Erase Project** – entirely delete it from the system:



If you want the elaborated draft, to become a procurement notice, then you should take the following steps and click the button: **Documentation**, after which the window will appear on your screen, as provided in the picture below:

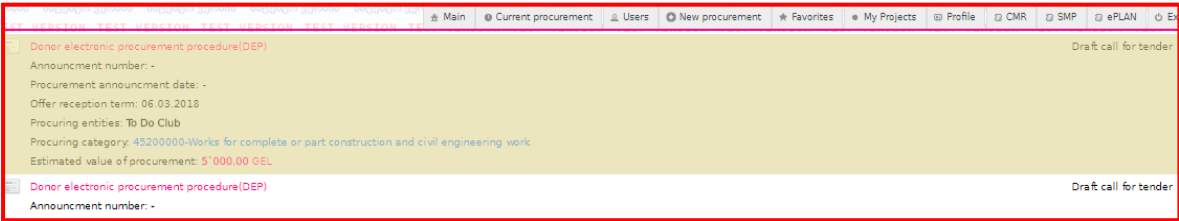


Afterwards, you should click the button **Choose File**, which will allow you to select the procurement documentation saved in your computer in PDF format, then briefly indicate the description in the box as to what this document is about, and finally by clicking the button **Attach** – upload this document in the system:

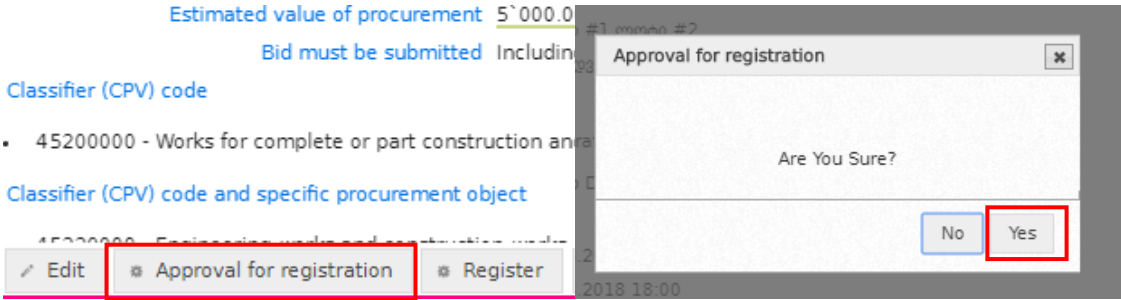


Attention!
Any document that you upload in the system must be in PDF, XLS or XLSX format, with the maximum size of 20 Mbs.

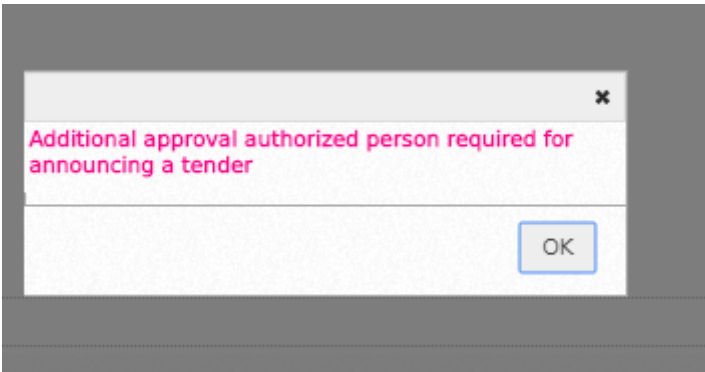
After the completion of the above-mentioned procedure, **“authorized person”** of the respective organization enters the system, who has a right to approve the registration of a draft procurement notice and selects the desired draft procurement notice by clicking the button **My Projects**:



After which the user approves the registration by clicking the buttons **Approval for registration** and **Yes**:



If the authorized person did not confirm the registration, by clicking the button **Register** the following message will appear on the screen of the procuring entity:



This means that the procuring entity has no right to register the foregoing procurement notice.

After the “authorized” persons gives an approval to registration you must return to the field **My Projects** and click the button **Register**:

Deadline for bid submission 06.03.2018 18:00
 Financing 2018 Funds (year)
 Estimated value of procurement 5`000.00 GEL
 Bid must be submitted Including VAT

Classifier (CPV) code

- 45200000 - Works for complete or part construction and civil engineering

Classifier (CPV) code and specific procurement object

- 45220000 - Engineering works and construction works
- 45230000 - Construction work for pipelines, communication and power lin

As a result, the system will assign the procurement notice a unique number, a status “**Announced**” and all interested persons have the possibility to see a DEP Procedure, a procurement notice announced with donor funds, and submit its own bids in compliance with the relevant rules.

Announcement number DEP18000011
 Procurement proceeding status Tender announced
 Procuring entities To Do Club
 Procurement announcement date 06.02.2018 16:48
 Bids accepted from 02.03.2018 00:00
 Deadline for bid submission 06.03.2018 18:00
 Financing 2018 Funds (year)
 Estimated value of procurement 5`000.00 GEL
 Bid must be submitted Including VAT

In case of a status “**Announced**”, a procuring entity has a right to edit a procurement notice. Unlike the draft procurement notice, where a procuring entity could erase the document, in case of a registered procurement notice procuring entity only has a right to cancel the document and upload new one:

Documentation Offers Result Agreement

Documentation

Attached Files

File	Date	Author
_Description_file.pdf	24.09.2018 14:20	krstiana.palkidze

Attach new file (PDF format. Max. size 20 megabytes)

File No file chosen

Description

After cancelling the document, a procuring entity selects a new file and by clicking, the button **Attach** uploads a new document. The cancelled document, similarly to an active document, is accessible to any user and it is possible to open and read it. The case of the cancelled document is shown in the picture below:

Documentation | Offers | Result | Agreement

Back

Documentation

Attached Files	Date/Author
_Description_file.pdf	
_file.pdf	

Attach new file (PDF format. Max. size 20 megabytes)

File:

Description:

2. Bidder

2.1. Registration of the Supplier in the system

In order to register in the system, a supplier should access the system via the official web page www.procurement.gov.ge of the State Procurement Agency. After accessing the system, you should select “**eProcurement**”, after which the window will appear as shown in the picture below:

Welcome to the Georgian electronic Government Procurement (Ge-GP) system - the official portal of State Procurement in Georgia. It ensures open, transparent and competitive environment for any participant of state procurement procedures. Ge-GP system is operated by the State Procurement Agency.

The registration at the Ge-GP system is obligatory only for the procuring entities and the suppliers.

Registered User: Password:

By clicking the button “Register user”, worksheets for registration will appear:

User type*
Legal form*
Identification code*
Company name*
Company name(E)* (English only)
Country*
City/town/village*
Address* Legal address
Phone* Official contact number
Fax* Contact fax number
E-Mail* Registration notification will be sent to the specified address
E-Mail (again)*
Web address http:// Official URL
Authorized representative's name*
Authorized representative's position*
Bank*
Bank code*
Account Number*
Personal Identification Number*
First name, Last name* User first name and family name
Address*
Phone*
Username* at least 5 symbols
Password* at least 5 symbols
Password (again)* at least 5 symbols
Security code* HUB Type the symbols displayed on the picture
I have read and accept* Terms and conditions for the use of the Georgian electronic Government Procurement (Ge-GP) system

First of all, by clicking the drop-down menu “User type” on worksheet, the picture will appear similar to the one shown below; you should select only the type of your user – **supplier**:

Register Activation code req
User type*
Supplier
Procuring entities
Company name*
Company name(E)* (English)

After selecting the “User type” you should choose the “legal form”:

The screenshot shows a registration form with the following fields: User type*, Legal form*, Identification code*, Company name*, Country*, City/town/village*, Address*, Phone*, Fax, E-Mail*, E-Mail (again)*, and Web address. The 'Legal form*' dropdown menu is open, showing a list of options. The 'Supplier' option is selected at the top. Below it, the 'Georgian Resident' section includes: Limited Liability Company (LLC), Joint Stock Company (JSC), General Partnership (GP), Special Partnership (SP), Cooperative, Legal Entity of Public Law, Branch / Representative Office, Sole Entrepreneur (SE), and Natural Person (NP). The 'Non-Georgian Resident' section includes: Partnership, Non-entrepreneurial non-commercial Legal Entity, and Legal Entity. The 'Legal Entity' option is highlighted in blue. To the right of the dropdown, there are small icons for search and refresh.

“**Identification code**” – the identification code of the supplier;

“**Company name**” – the name of a company;

“**Country**” – the country of registration of a company;

“**City / town / village**” – the city / town / village of registration of a company;

“**Address**” – address;

“**Phone**” – official telephone number;

“**Fax**” – fax number;

“**E-mail**” – it is necessary to indicate active, actual e-mail address, on which you will receive the notification confirming the registration and also an activation link, by clicking on which your organization is registered in the system;

“**E-mail (again)**” – it is not recommended to copy & paste an e-mail indicated in the previous field to this field, since in case of a mistakenly indicated e-mail address in the previous field, the error will be repeated and an activation code will be sent to an incorrect e-mail address;

“**Web address**” – official web-page address;

“**Authorized representative’s name**”;

“**Authorized representative’s position**”;

“**Bank**”;

“**Bank code**”;

“**Account number**”;

“**Personal Identification Number**” – user’s personal identification number;

“**First name, Last name**” – user’s first name and last name;

“**Address**” – user’s address;

“**Phone**” - user’s phone number;

“**Username**” - at least 5 symbols;

“**Password**” - at least 5 symbols;

“**Password (again)**”;

“**Security code**” - in this field you shall indicate the symbols shown in the picture:

Personal Identification Number*
First name, Last name*
Address*
Phone*
Username*
Password*
Password (again)*
Security code*
I have read and accept* Terms and conditions for the use of the Georgian electronic

“**I have read and accept**” - by clicking the link “**Terms and conditions for the use of the Georgian electronic Government Procurement (Ge-GP) system**” you should read the conditions and accept them:

The System is equipped with a security mechanism, which allows for safeguarding it against the loss, misuse or amendment of information
The transactions effected through plastic cards are not subject to regulation by these Terms and Conditions and the SPA does not bear the responsibility for these transactions.
Responsibility, Related to the Use of the System
Any user, registered in the System shall be responsible under the law of Georgia for legal consequences of any action, undertaken thereby within the System. The SPA shall not bear the responsibility for any action undertaken by a user through the Electronic System of State Procurement and any damage, caused by the action concerned.
Attention! For Bidders!
An offer made within last 30 seconds of period allocated for bid price offer (both in prime time and additional rounds) may not be reflected in the system owing to the period of time necessary to access the server.
In this case the SPA does not bear the responsibility for the reflection of the offer in the system and the risk for the foregoing shall be borne solely by the bidder!
 I have read I accept

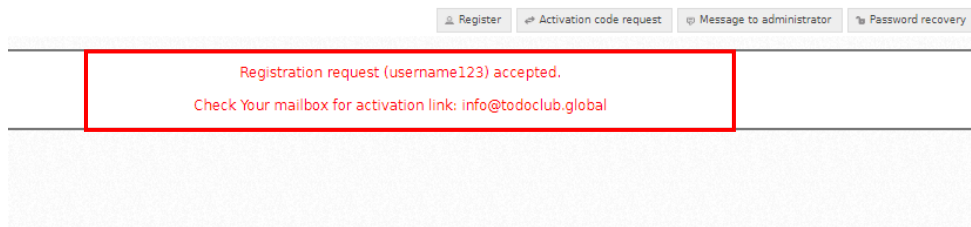
Attention!

When you are accepting terms and conditions please note that for donor electronic procurement additional rounds are not applicable. Bidders will price their bid only one time.

After filling in the above provided fields and accepting the “**Terms and conditions for the use of the Georgian electronic Government Procurement (Ge-GP) system**”, you should press the button **Register**:

I have read and accept* Terms and conditions for the use of the Georgian electronic Government Procurement (Ge-GP) system
Register

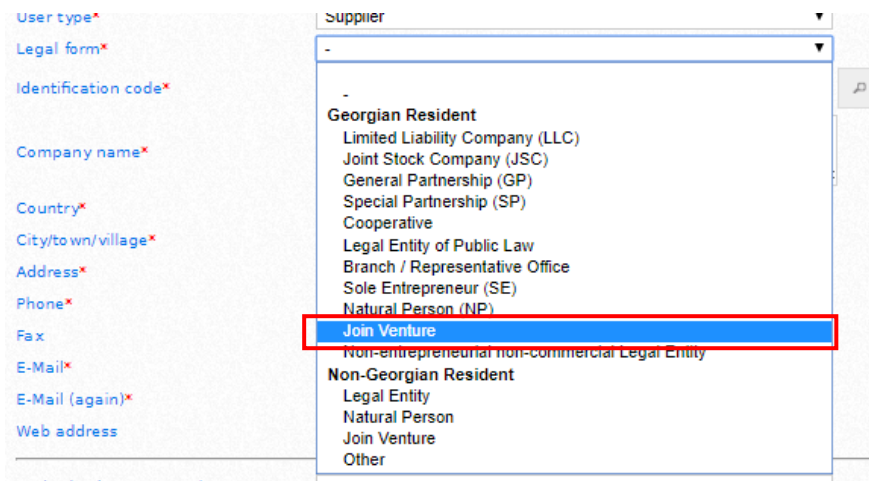
Afterwards, the system will register the user as a supplier and the notification will appear on the screen, as provided in the picture below:




After the registration, the user should open the received notification on **e-mail** and click the activation link, in order to activate the user. Without using the link, the user cannot access the system.

2.2. Registration of a Joint Venture

If you want to register in the system as a Joint Venture, you must select “Joint Venture” (JV) in the drop-down menu below:



Once you indicate identification number of JV (which will be assigned to you following the registration within the tax authorities),  by using this button, the system will automatically look up and fill in the name of the JV.

You must fully fill out all mandatory fields marked with red asterisk (*). After filling out the registration forms, you should read and accept the “**Terms and conditions for the use of the Georgian electronic Government Procurement (Ge-GP) system**” and click the button **Registration**.

Remember!

In order to register JV in the system, each member of the JV needs to be a registered supplier in the system.

In order to participate in the DEP Procedure as JV, you need to indicate all members of the JV and upload the Joint Venture Agreement (or pre-JV) or amendments to this Agreement. In order to indicate each member of the JV and upload Agreement to form JV (or pre-JV) you need to undergo authorization through the system and click **Profile**, after which you need to go to **Documentation** section:

For uploading Joint Venture Agreement JV or amendment to this Agreement, you need to click **Choose file**, select the e-version of the Joint Venture Agreement in your PC and click **Upload**. Uploaded Joint Venture Agreement will be reflected in the system as shown in below window.



By clicking this button, you can cancel uploaded Joint Venture Agreement, after which the file will be crossed out, however one could still open the file. Example of cancelled document is shown below:

Following upload of Joint Venture Agreement, you must indicate each member of the JV registered in the system, in your profile. This will be done through search field, through which you must search for member/members of the JV and click **Add**, see the picture below:

Added member can be deleted by clicking  button.

Attention!

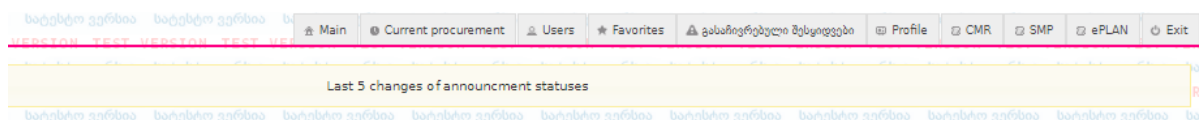
In case one of the candidates is non-resident, candidate can participate in DEP Procedure as a Non-Georgian Resident JV. The legal form “JV” is chosen during registration, see example in the picture below:

User type*	Supplier
Legal form*	-
Identification code*	-
Company name*	Georgian Resident
Country*	Limited Liability Company (LLC)
City/town/village*	Joint Stock Company (JSC)
Address*	General Partnership (GP)
Phone*	Special Partnership (SP)
Fax	Cooperative
E-Mail*	Legal Entity of Public Law
E-Mail (again)*	Branch / Representative Office
Web address	Sole Entrepreneur (SE)
	Natural Person (NP)
	Join Venture
	Non-entrepreneurial non-commercial Legal Entity
	Non-Georgian Resident
	Legal Entity
	Natural Person
	Join Venture
	Other

Other steps of registration of JV are identical to the steps shown in chapter 2.1

2.3. Participation of supplier in DEP Procedure

A supplier, as a registered user of the system, should access the system with the username and password, in order to participate in **DEP Procedure**. After accessing the system, the following window shall appear with the functional buttons, as provided in the picture below:



Main – by clicking this button you can get back to the home page anytime;

Current procurement - by clicking this button you will see the list of those procurements, where the deadline for a bid submission is on running day or has passed;

Users – by clicking this button you have the possibility to look for the information on any user (procuring entity, supplier, candidates, subjects in black list and white list) registered in the system;

Favorites – by clicking this button, you will see the list of those procurements, which you have marked as a favorite procurement;

Appealed procurement – by clicking a button you can see the procurements that you appealed;

Profile - by clicking this button, the screen will show the information (name, identification code etc.) about you that was filled in by you in the system. By using the button, **edit** you can update the information about your organization any time:

Attention!

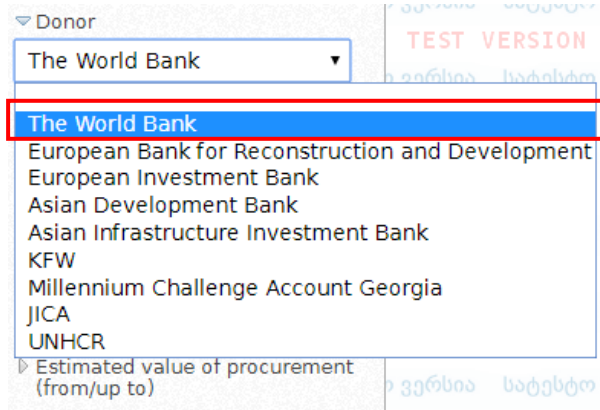
Any data changes in the profile shall be immediately reflected in the system. **For example:**

After changing the address of the company, information relating to the address must be changed in the profile.

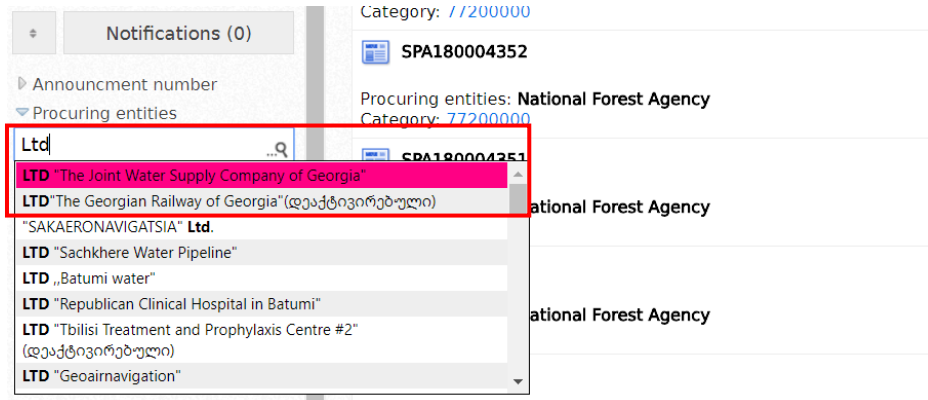
Exit – By clicking this button, you will exit the system.

At the end of each working session, it is necessary to click the **Exit** button in order to protect the data on your organization available in the system.

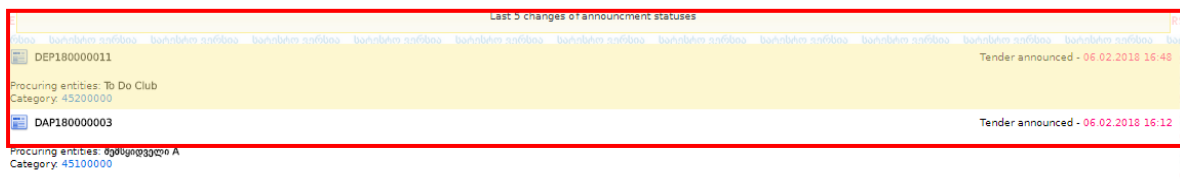
In order to participate in DEP Procedure, you as a supplier should select the “World Bank” in the drop-down menu:



After typing not less than 3 letters in the field “Procuring entities” the system will automatically allow you to select a procurement entities corresponding to the typed letters, as shown in the picture below:



After this look for the procurement notice of your interest and select the procurement of your interest:



After selecting a particular procurement notice, the screen shall appear similar to the picture, provided below:

Documentation Offers Result Agreement

◀ Back Procurement will be completed in prime time. Additional rounds will not be held. Please note, that procurement will be conducted in accordance with the procurement procedures of respective Inter

Procurement type Donor electronic procurement procedure(DEP)
Donor The World Bank
Project Name Project
Lot Description Lot #1 Lot #2
 შესყიდვა 2 ლოტად
Announcement number N/A
Procurement proceeding status Draft call for tender
Procuring entities To Do Club
Procurement announcement date
Bids accepted from 01.03.2018 00:00
Deadline for bid submission 05.03.2018 17:30
Financing 2018 Funds (year)
Estimated value of procurement 5 000.00 GEL
Bid must be submitted Including VAT

Classifier (CPV) code
 45100000 - Site preparation work

Edit Register Print Erase Project

Print – by clicking this button you can print a particular procurement notice;

Chronology - by clicking this button you will see the date of each changes to the status of procurement notice since the date of its announcement;

Add to Favorites - by clicking this button you can add the procurement notice to the list of your favorite procurements.

In order to get familiar with the **DEP** documentation, you should click the button **documentation** in the same procurement notice, after which the window will appear on the screen, as provided in the picture below:

#DEP18000011 Documentation Offers Result Agreement

◀ Back

Documentation

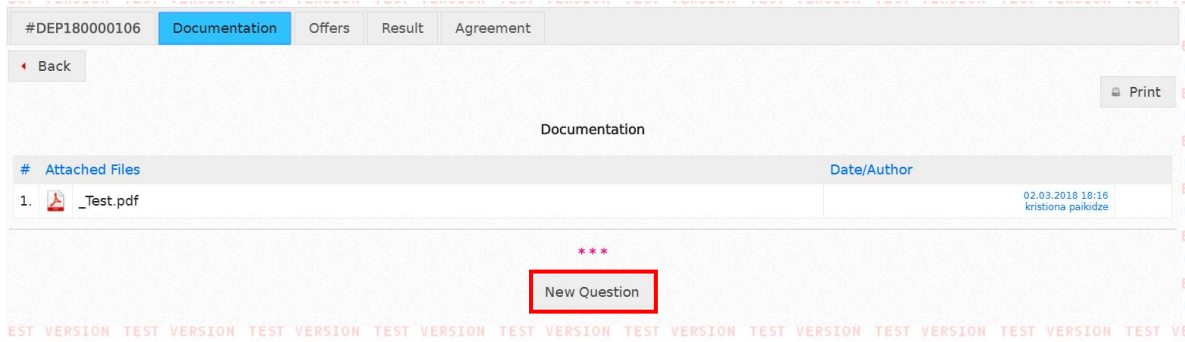
Attached Files

	Date/Author
1. საბაზრობის მენეჯმენტის სააგენტო.pdf	
2. DEP180000011_საბაზრობის მენეჯმენტის სააგენტო.pdf	

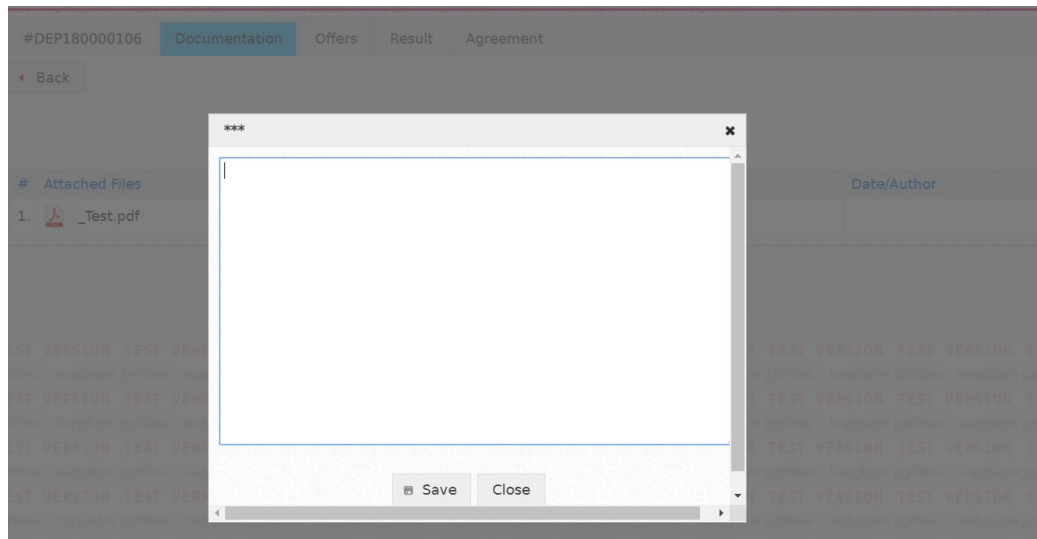
New Question

The documentation stored in the system will be opened by clicking a particular document (PDF, XLS or XLSX format).

A Bidder requiring any clarification of the Bidding Document shall do so through Clarification module (Questions/answers), which is available below the tender documentation module, by clicking **new question** button.



After clicking **new question** button the following window will appear on the screen, as shown in the picture below:



After entering a particular question you should click button **save**, after which your question will be automatically shown in the "question-answer" module. In addition, you can see the questions asked by other users and corresponding responds of procuring entities:



Main rules of question-answer module:

1. Procuring Entity shall address all clarification requests of bidders in the question-answer module;
2. Identity of supplier is shown only after the deadline for submission of bid is expired;
3. Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than fourteen (14) days prior to the deadline for submission of Bids;

2.4. Bid submission fee

In a specific **DEP Procedure**, for the bid submission, you should press the button **Offers** on the main window of the relevant procurement notice.

#DEP18000016 Documentation **Offers** Result Agreement

Back Refresh Payments Technical Documentation

1 Day 2 Hours 51 Minutes 13 Seconds
... Prime time

Supply Period: 2018 წლის 25 აგვისტო

Please, pay bid submission fee!

Payment of bid submission fee (50 GEL)

Bank Transfer

Bidder	Last Offer Amount/Date	First Offer Amount/Date	Offers
--------	------------------------	-------------------------	--------

And after accessing the offer page, you must pay “**Bid submission fee**”, via bank plastic card. For this purpose, you select one of the banks in the drop-down menu.

#DEP18000016 Documentation Offers Result Agreement

Back Refresh Payments Technical Documentation

1 Day 2 Hours 49 Minutes 20 Seconds
... Prime time

Supply Period: 2018 წლის 25 აგვისტო

Please, pay bid submission fee!

Payment of bid submission fee (50 GEL)

Bank Bank of Georgia Qartu Bank Transfer

Bidder	Last Offer Amount/Date	First Offer Amount/Date	Offers
--------	------------------------	-------------------------	--------

Attention!

E – Payment is possible with plastic card issued by any bank that has an e-payment function authorized by its issuing authority.

By clicking the button **Pay** you will proceed to the e-payment page of the bank. After reaching e-payment page of the bank, the particular payment form shall appear on the screen, as provided in the picture below:

Merchant	S.P.A.
Company Address	Tbilisi
Order ID	1814724
Amount	50 GEL
Card Number *	<input type="text"/>
Expiry Date **	01 ▼ 2018 ▼
CVC2 *?	<input type="text"/>

Next >>>

Verified by **VISA** MasterCard®
SecureCode™

In order to perform an operation, you enter the 16 – digit number (without spaces and dashes), indicate the card validity, which is shown on the front side of a card, and finally, enter the 3-digit “CVC2” security code, shown on the reverse side of a card. After filling in the obligatory fields, you should press the button **Next >>>**, after which the following window will appear:

Merchant	S.P.A.
Company Address	Tbilisi
Order ID	1814724
Amount	50 GEL
Commission	1.0 GEL
Gross Amount	51.0 GEL
Card Number *	4787630001834584
Expiry Date **	01/2023
CVC2 *	957

<<< Back **Pay >>>**

Verified by **VISA** MasterCard®
SecureCode™

By clicking the button **Pay >>>** the system will automatically cut the money from your card and transfer it to the account of the State Procurement Agency, whereas by clicking the button **<<< Back**, you go back to the system.



After making a payment successfully, you can return to the system by clicking the button **Return to website . . .**

2.5. Technical documentation in DEP Procedure

After paying a bid submission fee, you must upload **technical documentation** and **power of attorney** (proving that the person signing the above-mentioned uploaded documentation has the appropriate authority).

In procurement announced in several lots, bidders are authorized to submit a bid on the whole procurement object (all lots), as well as on one of the lots only. A supplier must add this information in the technical documentation. Without **uploading technical documentation** and **power of attorney**, the system will not allow you to submit a bid.

For uploading **technical documentation** and **power of attorney** (after paying bid submission fee), the following window will appear on the screen, as shown in the picture below:

Attach new file (PDF format. Max. size 20megabytes)

File No file chosen

Description

Power of attorney

File No file chosen

Description

Bidder Last Offer Amount/Date First Offer Amount/Date Offers

By clicking the button **Choose File** you can select and mark the **technical documentation** and **power of attorney** saved in your computer, as for by clicking the button **Attach** you will upload these documents in the system.

Attach new file (PDF format. Max. size 20megabytes)

File No file chosen

Description

Power of attorney

File No file chosen

Description

Bidder Last Offer Amount/Date First Offer Amount/Date Offers

Attention!

After paying a bid submission fee, you must upload power of attorney in the system. Without uploading the power of attorney document, the system will not allow you to submit a bid.

After uploading technical documentation, you can view the document that you uploaded and in case of a mistake, erase the document by means of the button shown below. You can upload one or more documents before submission of a bid price.

Documentation

Please note that bids will be available (i) once the contract is uploaded in the system and (ii) subject to bidders' concurrence to disclose its respective bid/part of the bid

#	Bidder	File	Date	
1.	shps organizatsia1	DEP180000016_საგებობა.pdf	08.02.2018 14:14	<input type="button" value="Delete"/> <input type="button" value="Download"/>
2.	shps organizatsia1	DEP180000016_	08.02.2018 14:14	<input type="button" value="Delete"/> <input type="button" value="Download"/>

The **technical documentation** uploaded by you is available only to you until the deadline for submission of bid expires.

Attention!

You can delete the technical documentation only between the period from a payment of a bid submission fee until submission of a bid price in the system, while the additional documentation can be uploaded until the deadline for submission of bid expires.

The accessibility of **technical documentation** depends on the status of a procurement notice.

1. **Bidding commenced**- in this status, the technical documentation is available only to the bidder;
2. In **Interim statuses**, before awarding a contract, the technical documentation is available only to the bidder and a procuring entity owing the respective procurement notice;
3. **Contract awarded** – in this status the technical documentation is automatically available to any interested party, except for the documents that has been marked by the supplier as a confidential in the system.

The example of marking technical documentation as confidential is shown in the picture below:

Documentation			
Please note that bids will be available (i) once the contract is uploaded in the system and (ii) subject to bidders' concurrence to disclose its respective bid/part of the bid			
#	Bidder	File	Date
1.	shps organizatsia1	DEP180000016_ბატვისბიჭი.pdf	08.02.2018 14:14
2.	shps organizatsia1	DEP180000016_	08.02.2018 14:14

Clicking the lock will make a document confidential.

If any of the selected documents has mistakenly been marked as a confidential document, the system allows you to cancel this mark, by clicking on the same button.

Bid price submission in DEP Procedure

Once convinced that you have fully and accurately uploaded the technical **documentation** in the system, you can easily indicate a procurement bid price with the help of the window similar to the one shown in the picture below:

Attention!

“Please submit bid price including VAT” is applicable only to the suppliers, paying the VAT.

You can indicate your offered bid price alongside the “Amount”.

Attention!

It is not permitted to put a comma, space or any other symbol in a bid field, except the number otherwise your bid will not be registered.

If any of the characters in the bid field are written in the field, the appropriate field will get the following look:

Then you click the button **Offer**, after which the window will appear as seen in the picture below, and which enables you to click the button **Yes** to confirm the bid price, or otherwise you will have to use the button **No**:

Attention!

The price indicated in the technical documentation (Bill of Quantities) prevails over the latest indicated price in a bid price field.

After indicating a bid price, your bid will appear in the main field, as shown in the picture below.

Bidder	Last Offer Amount/Date	First Offer Amount/Date	Offers
shps organizatsia1	2`900.00 08.02.2018 14:18	2`900.00 08.02.2018 14:18	[1] View

The identity and quantity of other bidders in the course of the primary time, as well as their bids (if any) are unavailable and the list of bidders is only made available after the final status to DEP Procedure has been assigned.

In case of a **procurement in several lots**, after uploading the **technical documentation**, the following fields will appear for a bid price submission:

LOT #1	<input type="text"/>	DISCOUNT	<input type="text"/>	Offer IN GEL
LOT #2	<input type="text"/>	DISCOUNT	<input type="text"/>	Offer IN GEL
LOT #3	<input type="text"/>	DISCOUNT	<input type="text"/>	Offer IN GEL
LOT #4	<input type="text"/>	DISCOUNT	<input type="text"/>	Offer IN GEL

Bidders have a right to submit a bid on the whole procurement object (all lots), as well as on each of the lots separately. You should indicate the price offered for each **LOT #1, LOT #2, LOT #3, and LOT #4** while in the field **DISCOUNT** you should indicate the amount of the possible discount for all lots and click the button **Offer** after which your bid window will appear on the screen:

◀ Back
LOT #1
DISCOUNT
Offer IN GEL

Bidder	Last Offer Amount/Date	discounted bid price
სატესტო პრეტენდენტი	13000 Discount: 500 01.10.2020 19:57	12500

◀ Back
LOT #2
DISCOUNT
Offer IN GEL

Bidder	Last Offer Amount/Date	discounted bid price
სატესტო პრეტენდენტი	11000 Discount: 400 01.10.2020 19:57	10600

◀ Back
LOT #3
DISCOUNT
Offer IN GEL

Bidder	Last Offer Amount/Date	discounted bid price
სატესტო პრეტენდენტი	10400 Discount: 400 01.10.2020 19:58	10000

◀ Back
LOT #4
DISCOUNT
Offer IN GEL

Bidder	Last Offer Amount/Date	discounted bid price
სატესტო პრეტენდენტი	42000 Discount: 100 01.10.2020 19:58	41900

Attention!
Discount methodology on several or only one lot must be described in a bid.

Before the deadline for bid submission expires, you have an option to withdraw your bid through the system, for this, similarly to the picture below; you should use the button **Withdraw bid**. After refusing a bid, a supplier will not be able to participate in this procurement.

#DEP180000011
Documentation
Offers
Result
Agreement

◀ Back
↻ Refresh
▾ Payments
▾ Technical Documentation

1 Day	3 Hours	34 Minutes	2 Seconds
... Prime time			

Supply Period: 3 თვე
Withdraw bid

Attention

In the moment of bid submission, you can only see the amount offered by you. As for the other bidders, their identity is anonymous, and the technical documentation and a bid is secured (hidden). After the deadline for bid submission expires, other bidders' price and identity becomes available, while the technical documentation is available only to a procuring entity.

3. Results

3.1. Selection / evaluation

In a particular **DEP Procedure**, after “**Bid completed**”, you as a procuring entity have a possibility to announce a winning bidder in compliance with the procurement rules prescribed by the World Bank. First of all, you should access particular **DEP Procedure**, announced by you, after bidding is completed and press the button **Results**. After clicking this button, the window will appear on the screen, as shown in the picture below, by which you should upload each meeting minute of the procurement commission and any other documents connected to this procurement.

#DEP18000016 Documentation Offers **Result** Agreement

◀ Back Procurement cancellation

Document Date/Author

records not found

Attach new file (PDF format. Max. size 20 megabytes)

File Choose File No file chosen Attach

Description

The button **Choose File** enables you to select and mark the document saved in your computer, then indicate a brief summary of a document in the field, “**description**” and upload it in the system by clicking the button **Attach**.

Remember!
A meeting minute and documentation must be uploaded in the system immediately upon their signature.

Once you have uploaded a meeting minute / minutes of a tender commission and any other relevant document / documents (if any), the system will automatically assign this DEP Procedure a status “**selection / evaluation**”, which will appear, like it is shown in the picture below.

Last 5 changes of announcement statuses	
<p>DEP180000018</p> <p>Procuring entities: To Do Club Category: 14400000, 14500000</p>	<p>Selection/Evaluation - 08.02.2018 18:46 Bidders: 3</p>
<p>DEP180000011</p> <p>Procuring entities: To Do Club Category: 45200000</p>	<p>Selection/Evaluation - 08.02.2018 18:46 Bidders: 4</p>

3.2. Winner identified / Contract not awarded

After assigning the status **selection / evaluation**, a procuring entity enters the system and by clicking the button, “**Offers**” is able to see all the offers:

In case of a procurement without lots, the following window will appear:

#DEP180000016	Documentation	Offers	Result	Agreement														
<p>◀ Back ⌂ Refresh ▾ Payments ▾ Technical Documentation</p> <p style="text-align: right; color: #d9534f;">Supply Period: 2018 წლის 25 აგვისტო</p> <p style="color: #5bc0de;">Bid acceptance completed!</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Bidder</th> <th>Last Offer Amount/Date</th> <th>First Offer Amount/Date</th> <th>Offers</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">shps organizatsia1</td> <td style="text-align: center;">2'900.00 08.02.2018 14:18</td> <td style="text-align: center;">2'900.00 08.02.2018 14:18</td> <td style="text-align: center;">[1] View</td> </tr> </tbody> </table> <p style="margin-top: 10px;">Prime time trading results</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Bidder</th> <th>Offered Amount</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">shps organizatsia1</td> <td style="text-align: center;">2'900.00</td> <td style="text-align: center;">08.02.2018 14:18</td> </tr> </tbody> </table>					Bidder	Last Offer Amount/Date	First Offer Amount/Date	Offers	shps organizatsia1	2'900.00 08.02.2018 14:18	2'900.00 08.02.2018 14:18	[1] View	Bidder	Offered Amount	Date	shps organizatsia1	2'900.00	08.02.2018 14:18
Bidder	Last Offer Amount/Date	First Offer Amount/Date	Offers															
shps organizatsia1	2'900.00 08.02.2018 14:18	2'900.00 08.02.2018 14:18	[1] View															
Bidder	Offered Amount	Date																
shps organizatsia1	2'900.00	08.02.2018 14:18																

As for the procurement in **several lots**, the window shall appear indicating both a bid and discount price for each lot as well as a total bid and discount price for the four lots:



LOT # 1

LOT #1		
Bidder	Last Offer Amount/Date	discounted bid price
 სატესტო პრეტენდენტი	10000 Discount: 9500 01.10.2020 18:21	500
 შპს ელვის	10000 Discount: 9600 01.10.2020 18:59	400

LOT # 2

LOT #2		
Bidder	Last Offer Amount/Date	discounted bid price
 შპს ელვის	13000 Discount: 12900 01.10.2020 19:00	100
 სატესტო პრეტენდენტი	10000 Discount: 9500 01.10.2020 18:22	500

LOT # 3

LOT #3		
Bidder	Last Offer Amount/Date	discounted bid price
 სატესტო პრეტენდენტი	13000 Discount: 9700 01.10.2020 18:22	3300
 შპს ელვის	10000 Discount: 8900 01.10.2020 19:00	1100

LOT # 4

LOT #4		
Bidder	Last Offer Amount/Date	discounted bid price
 სატესტო პრეტენდენტი	11000 Discount: 10100 01.10.2020 18:22	900
 შპს ელვის	10000 Discount: 9000 01.10.2020 19:00	1000

LOT # 1, LOT # 2, LOT # 3 & LOT # 4

Bidder	Bid price for all lots	Total discount for all lots	Total discounted bid price for all lots
სატესტო პრეტენდენტი	44000	38800	5200
შპს ელვის	43000	40400	2600

After familiarizing with the **Technical documentation** and bid prices, a procuring entity has the possibility to disqualify a supplier due to the following three reasons:

- **Disqualification due to technical documentation;**
- **Bidder refused the bid;**
- **Disqualification due to mala fide action.**

The example of this is provided in the pictures below.

In the disqualification drop-down menu, you select a bidder and the reason for disqualification. By clicking the button **Execute**:

recoras not round

Back

Attach new file (PDF format. Max. size 20 megabytes)

File: Choose File | No file chosen | Attach

Description: [input field]

Supplier: [dropdown menu]

- Disqualification due to technical documentation
- Bidder refused the bid
- Disqualification due to mala fide action

Execute

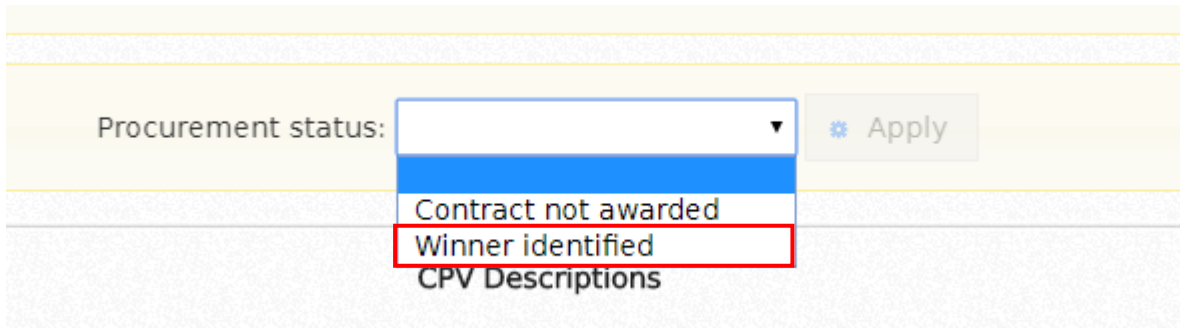
and then with the button **Yes** you disqualify a selected bidder by indicated reason for disqualification:

I agree. Document uploaded

Are You Sure?

Yes | No

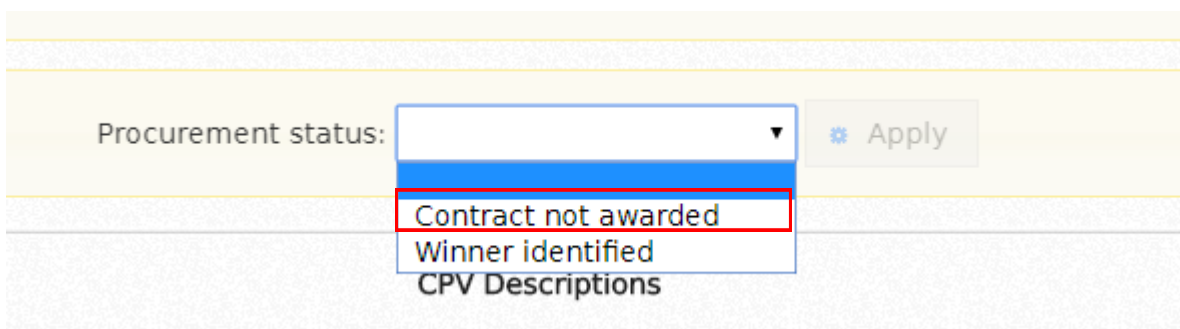
After this, a procuring entity is able to assign a **“Winner identified”** status to a procurement if at least 1 bid has been submitted (technical documentation and a bid price, which is submitted using the system field, intended for it) and a bidder is not disqualified by a procuring entity.






After selecting a relevant status, you should press the button **Apply** and the system will automatically assign the status - **“Winner identified”** to a **DEP Procedure** and this type of DEP will look like as shown in the picture below:

DEP180000018 Procuring entities: To Do Club Category: 14400000, 14500000	Winner identified - 08.02.2018 20:07 Bidders: 3
DEP180000018 Procuring entities: To Do Club Category: 14400000, 14500000	Selection/Evaluation - 08.02.2018 18:46 Bidders: 3
DEP180000011 Procuring entities: To Do Club Category: 45200000	Selection/Evaluation - 08.02.2018 18:46 Bidders: 4

If at least 1 bid has been submitted in DEP Procedure (technical documentation and a bid price, which is submitted using the system field, intended for it) and all bidders are disqualified by a procuring entity, the system enables to assign the status **“Contract not awarded”**.




In this case, similarly to the picture above, you press the button **Apply** after which the final status on DEP Procedure is reflected automatically in the system and this type of DEP Procedure will be seen as in the picture below:

 DEP18000011	Contract not awarded - 08.02.2018 20:10 Bidders: 4
Procuring entities: To Do Club Category: 45200000	
 DEP18000018	Winner identified - 08.02.2018 20:07 Bidders: 3
Procuring entities: To Do Club Category: 14400000, 14500000	
 DEP18000018	Selection/Evaluation - 08.02.2018 18:46 Bidders: 3
Procuring entities: To Do Club Category: 14400000, 14500000	

3.3. No bids received

If none of the bid has been submitted in **DEP Procedure** by the bidder, the system will automatically assign such **DEP Procedure** a “**No bids received**” status, which will look as displayed in the picture below:

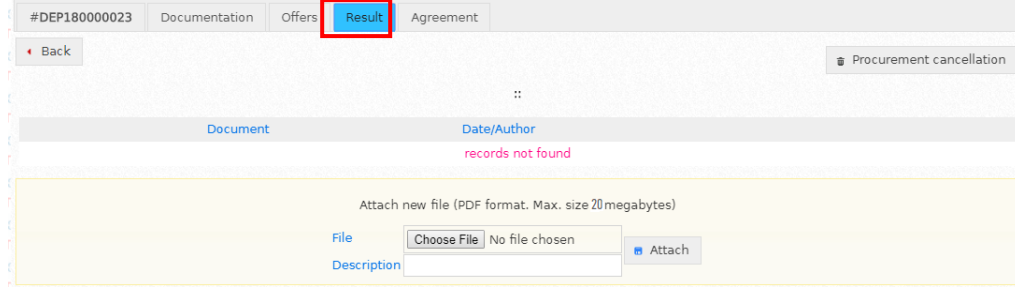
 Donor electronic procurement procedure(DEP)	No bids received
Announcement number: DEP18000007	
Procurement announcement date: 25.01.2018	
Offer reception term: 05.02.2018	
Procuring entities: To Do Club	
Procuring category: 03100000-Agricultural and horticultural products	
Estimated value of procurement: 1'000.00 GEL	

3.4. Cancellation of Procurement

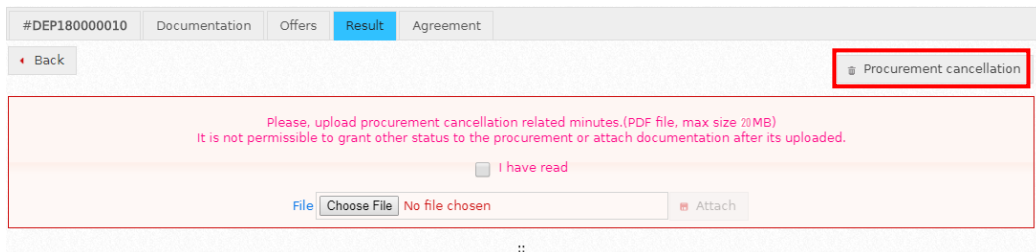
Remember!

You can cancel the procurement announced by you any time if the cancelation is well-founded, except for the cases where the status of a procurement is “**Contract awarded**”.

If you want to cancel the **DEP Procedure**, first, you must access the specific **DEP Procedure**, announced by you and press the **Result** button. After pressing the button, the following window will be displayed on the screen below:



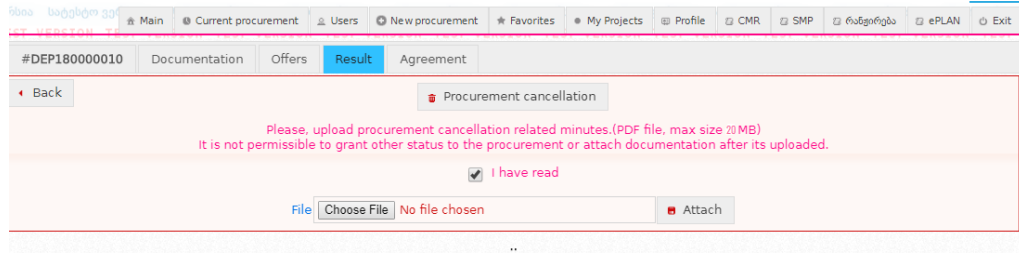
By pressing “**Procurement cancellation**” button the window similar to the picture below will appear on the screen. It allows you to upload the minute on cancellation of procurement, without which you will not be able to assign “**Procurement cancelled**” status to the procurement.



After uploading the minutes on cancellation of procurement, you will be able only to replace the mentioned document (in case it was wrongly uploaded) and assign “**Procurement cancelled**” status.

Attention!

After uploading the minute on cancellation of procurement, you will be able only to assign “**Procurement cancelled**” status to the procurement.

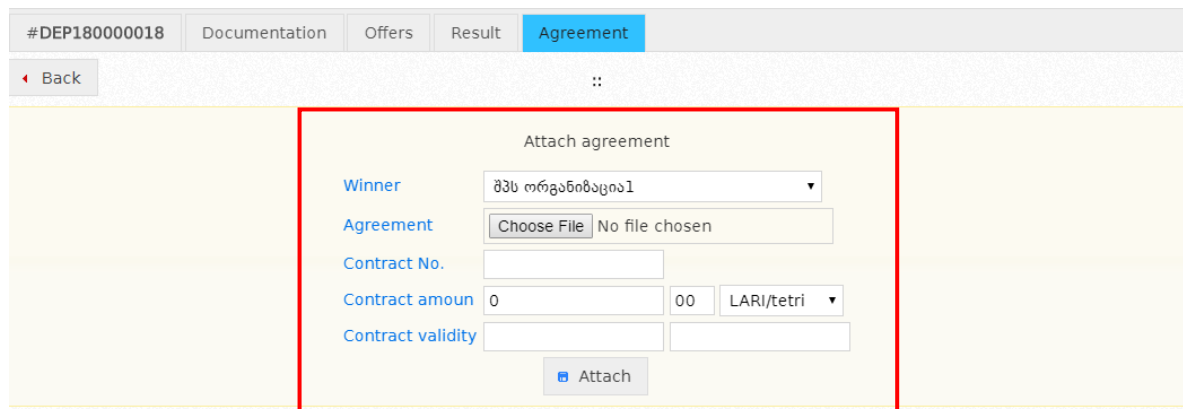


After uploading the aforementioned minute, the  **Procurement cancellation** button will appear, by clicking this button the final status “Procurement cancelled” is assigned to the tender automatically by the system and the tender having the foregoing status will be seen as provider in the picture below:

 DEP18000010	Cancelled - 16.03.2018 17:29 Bidders: 1
Procuring entities: To Do Club Category: 48400000	
 DEP18000029	Cancelled - 16.03.2018 16:02 Bidders: 2
Procuring entities: To Do Club Category: 14500000, 14800000	

3.5. Contract awarded

“Contract awarded” is one of the final statuses of a **DEP Procedure**. After you assign a status “Finalization of contract” to a particular **DEP Procedure**, the system will enable you to assign it the status – “Contract awarded” by means of the window shown in the picture below.



1. Alongside the field “**Winner**” the system automatically indicates a winning bidder;
2. Alongside the field “**Agreement**” by clicking the button **Choose File**, mark the scanned contract in your computer, which was awarded in compliance with the procurement rules prescribed by the World Bank;
3. Alongside the field “**Contract No.**” indicate the number of the contract;
4. Alongside the field “**Contract amount**” check the amount that the system automatically generates according to the selected bidder’s minimum bid. If the contract value awarded with this bidder is less than the minimum bid, you should accordingly edit the generated amount and indicate the amount on which the contract has been awarded;
5. Alongside the field “**Contract validity**” indicate the terms of the contract, by means of 2 calendars.

Attention!

In DEP Procedure supplier is evaluated according to the procedures prescribed by the World Bank.

Procurement status:

Contract awarded
Contract not awarded
CPV Descriptions

After the procedures described in points „1“ - „5“ press the button “**Attach**” in order to upload the copy of the contract. The confirmation of the assigned status “**Contract awarded**” is concluded on the **Results** page. For this, you should mark the status from the drop-down menu and press the button **Apply** after which the procurement application will look as in the picture displayed below:

Last 5 changes of announcement statuses

DEP180000018	Contract awarded - 08.02.2018 20:19
	Ongoing
	Contract amount: 500
	Winner: shps organizatsia1
	Bidders: 3

Procuring entities: To Do Club
Category: 14400000, 14500000