სახელმწიფო შესყიდვების სააგენტო
STATE PROCUREMENT AGENCY

Unified Electronic System of State Procurement

User Manual

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Version 5.01

Contents

1. System Overview

The Unified Electronic System of State Procurement (hereinafter the "System") is the official portal for State Procurement in Georgia, which ensures open, transparent and competitive environment for any person participating in state procurement procedures.

The System operation is ensured by the State Procurement Agency (hereinafter the "SPA").

The System can be used by any interested person under the status of a Procuring Entity, Supplier and Guest; The registration in the System is mandatory only for Procuring Entities and Suppliers.

1.1 Guest user

If you are willing to search for the necessary information under a "Guest" status (current and completed e-tenders[1], information concerning a Procuring Entity and a Supplier, etc.), you should click button to log-in the official webpage as a guest user.

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[1] e-tender – through the user's guide undermines electronic tender, simplified electronic tender and design contest.

Guest user can search for the information only regarding e-tenders and registered users, while access to CMR and ePLAN modules is forbidden.

If guest user wants to retrieve information regarding CMR and ePLAN modules, within the same page the user can pass authorization via its Facebook account that makes mentioned modules accessible. For accessing system via Facebook account, the user has to click [f Sign in] button. After that the user will see the alike window as displayed on the picture below.
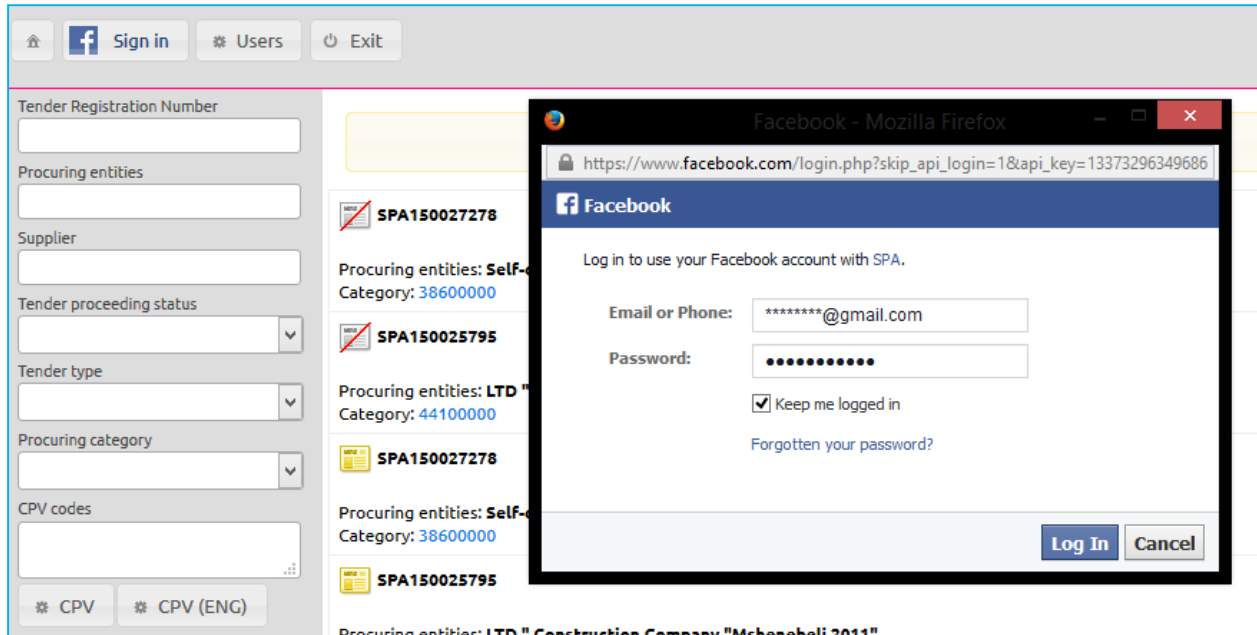
After filling in relevant fields and clicking the "authorization" button, CMR and ePLAN modules will become available on the home page.
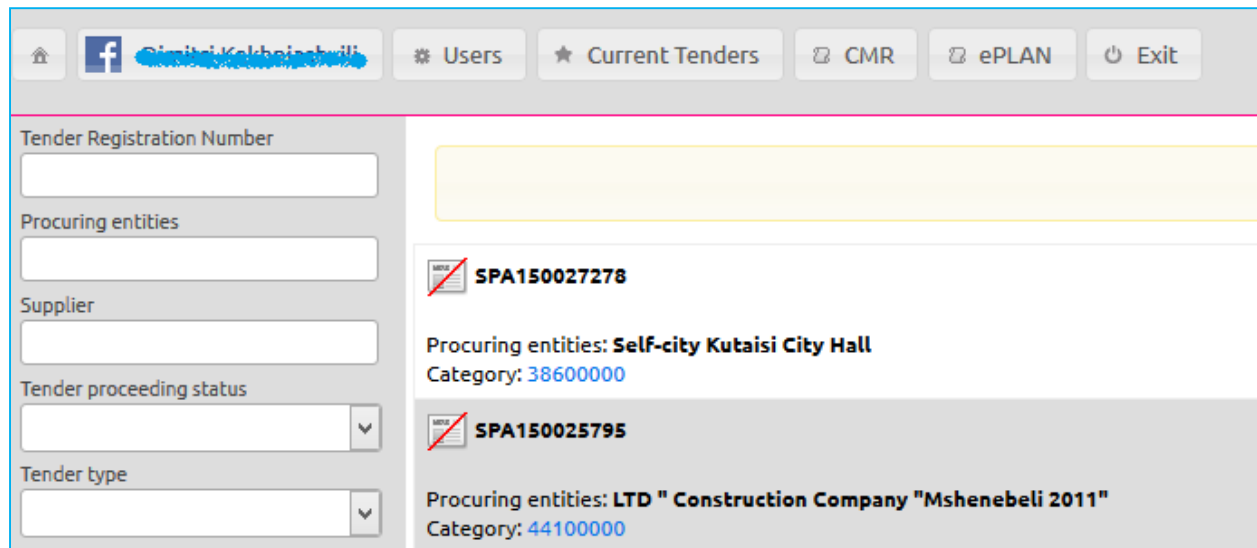
1.2. Search

The System has the search option, which allows a user to quickly, easily and comfortably find any tender-related information. To this end you will have to select one (or several relevant) parameter(s) of the necessary information in the window of the System Home page, like the one, given on the picture, specifically:

➢   Number of Tender Notice

➢   Name of procuring entity

➢   Name of supplier

➢   Tender status – when marking the mentioned, the window given below will be displayed, which enables you to choose one of the following status of ongoing e-tender.

- **Contract status** – (ongoing contract, fulfilled contract, unfulfilled contract);

- **Procurement type** – (electronic tender, simplified electronic tender, e-tender procedure, consolidated tender, design contest, call for grants);

- **Procurement category** - When clicking this button, the window given below will be displayed, which allows a user to select procurement category:
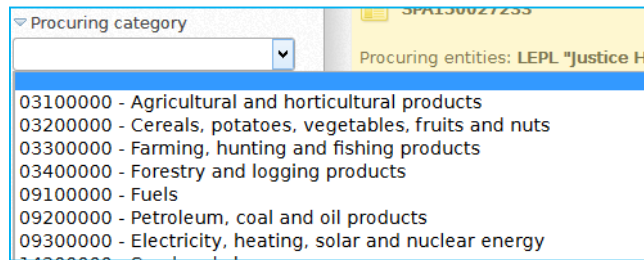
CPV Codes – for the selection of the CPV code, you can personally enter the name of the CPV code in the text box of the window shown below. After typing, at least, 3 letters, as shown below, the System will allow you to automatically select the respective procurement object according to the letters, typed by you.
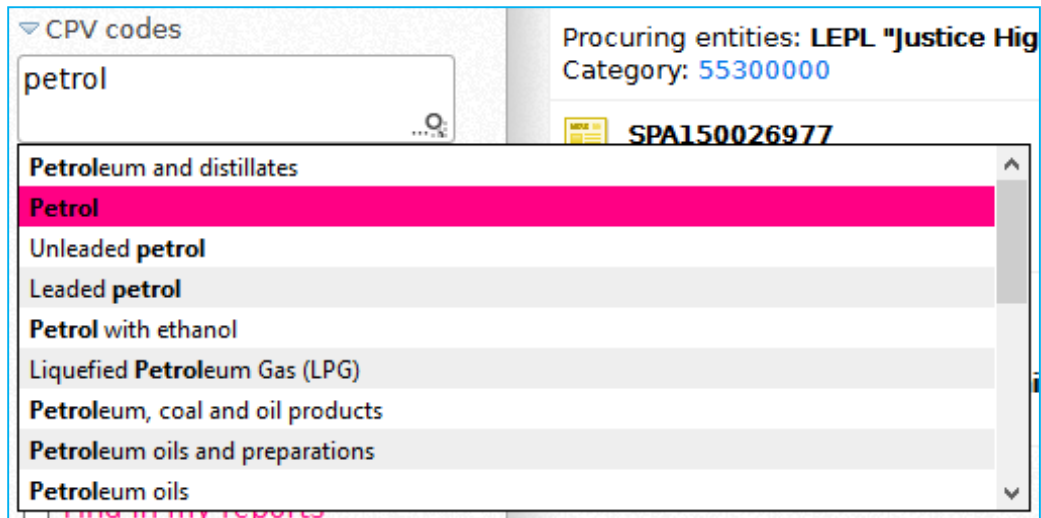
By clicking ⚙ CPV button the System will display the list of CPV codes. For revising CPV Code names, by clicking ⚙ CPV (ENG) button the system will display the list of original, English names of the codes.

- **Date** - (registration date, bidding date, status date);

- **Amount** - (minimum and maximum);

- **Pricelist** – (bidding with a pricelist, bidding without a price list);

- **Manufacturer** – please indicate the name of manufacturer of the procuring object (for example: NOKIA)

- **Model** – please indicate the model of the procuring object (for example: E 72);

- **Search in my notes** – e-tenders announced by you or the e-tenders you participated in will be displayed when marking the mentioned field;

After indicating one or several above mentioned search parameters in the search window, you have to click "search" button and relevant e-tenders will be displayed.

Attention!

Any registered user can conduct search through search function explained above. From the search functions listed above, user who accesses the system as a guest or via Facebook account cannot search for contract status, manufacturer, model, pricelist and "search in my notes".

2. Registration

How to get registered as a Procuring Entity or Supplier?

For the registration in the System, first you have to log in the official web-page of the SPA (www.procurement.gov.ge). Once you are logged-in, the below window will appear on the screen with the button "Registration".

Registration fields[2] will be displayed on the screen after clicking "users' registration" button.

First of all, press the "User Category" drop-down menu and the window, like the one given to the right, will be displayed on the screen. With the help of the drop-down menu you are able to select the type of user in compliance with your legal form ("Supplier," "Procuring Entity"), you will be registered in the System as.

Attention!

The only difference between the registration of a Supplier and Procuring Entity is "legal form" field. All the other fields are identical. Filling in form of those fields are identical as well, except the fields of "legal form" and name/title.

Pursuant the Law on State Procurement it is not allowed to be registered as a procurer in case you are not a procuring entity.

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[2] field - any space, where system user submits information (for example, name/title, ID code and so forth)

"Resident of Georgia" - when registering individual of any legal form as a supplier and after indicating user's type, you type ID code of your organization in the window like the one given on the right side in "ID Code" field, after clicking the button "business registry " the system automatically fills in the fields of "legal form "and "name/title". The examples of the filled in fields of the service is shown on the pictures below.

When registering an individual **"Resident of Georgia"** as a supplier and indicating supplier's type, you type your ID number in "ID Code" field in the window like the one, given to the right side, by clicking "civil registry" button the system automatically fills in fields of "legal Form" "name/title". The filled in example of the mentioned service is shown on the picture below.

Editing fields of **"legal form"** and "name/title" is inadmissible and restricted by the system. If during registration procedure a user made a mistake and indicated incorrect ID code in "ID code" field, it can delete fields filled in by the system and fill in mentioned fields anew, according to correct ID code. The example of deleting system filled in fields is displayed on the left picture.

Attention!

When registering legal or individual person a resident of Georgia, the fields of "legal form" and "name/title" are filled in automatically, via the help of systemic service, editing filled in fields is impossible.

In case of registering Legal or individual person **"nonresident of Georgia"** as a supplier, click "Legal Form" drop-down menu after specifying the types of a user, The window, like the one given to the right will be displayed on the screen. With the help of the drop-down menu you will be able to select the respective **"legal form"**.

When registering as a "Procuring Entity", please, choose "Legal Form" from drop-down menu after specifying the types of a user. The window, like the one given to the right will be displayed on the screen. With the help of the drop-down menu you will be able to select the respective legal form.

• **Name/title** (this field is filled in only when organization possessing legal form or procuring entity passing registration are "nonresidents of Georgia").

• **Country**

• **City/borough/village**

• **Address** (legal address)

• **Telephone number**: (official contact number)

• **Fax** (contact fax number)

• **E-mail** (It is necessary to specify an active, valid e-mail address, where the registration confirmation message and activation link will be sent. By pressing this link your registration will be activated);

Attention!

In case of change of any contact data indicated by you during the registration (address, telephone number, e-mail, web-page), the respective changes should necessarily be made in the System without delay.

It is expedient to indicate your office (corporate) e-mail address for registration purposes.

• Re-type e-mail (It is not recommended to just copy the e-mail from "E-mail" field, because if the e-mail address was typed incorrectly in the previous field, the mistake will be repeated and you will not be able to receive the activation code to incorrectly specified e-mail);

• Web-page (Official web-page URL address);

• Full name (The first and the last name of the user);

• Username (Name for logging in[3] which should consist of at least 5 symbols):

• Password (Should consist of at least 5 symbols);

• Re-type password;

• Security code (symbols shown on the picture);

> I have read and accept * **Terms and conditions for the use of the Unified Electronic System of State Procurement**

By clicking the text "The Terms of Use of the Unified Electronic System of State Procurement", the terms and conditions of using the System will be displayed on the screen. A user is required to select "I have read and accept" field and accept the read terms of use by clicking, "I accept" button. Without these procedures a user will not be able to get registered in the System.

> **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 Agree

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[3] Logging-in - An action undertaken by a registered System user under own username and password.

Remember!

In order to register as a System User it is mandatory to fill in the fields marked with red asterisk. The System does not register you if you do not or incorrectly fill in these fields (re-type the username, re-type the e-mail address, security code) or you do not accept the "The Terms of Use of the Unified Electronic System of State Procurement."

After filling in the above mandatory field and accepting "The Terms of Use of the Unified Electronic System of State Procurement" the System will register the user as a Supplier/Procuring Entity by clicking the "Registration" button and the following picture will be displayed on the screen:

Registration request (Your user name) accepted.
Check Your mailbox for activation link. (Your E-mail adress)

2.1   Activation of a Registered User

Following the registration the User is required to open the e-mail and click the activation link for the activation of the User. The User will not be able to log-in without using the link. The activation link should be followed as shown on the picture below.

User: your user name
To activate registration follow this link

After the activation the User will be able to log-in and enjoy the rights associated with the respective type of User. A contender to procuring entity is entitled to log-in and enjoy the search option, but is not entitled to enjoy all the rights of a procuring entity (e.g. is not entitled to announce a new tender), until it is registered as a Procuring Entity in compliance with all the respective procedures.

CONTENDERS TO PROCURING ENTITY CLICK HERE

A contender to procuring entity shall click the button to the left and will be moved to the new page, where it is explained what are the additional procedures to be followed in order to get registered as a Procuring Entity. This page also has the button shown on the picture below, and after pressing the button concerned the contender to procuring entity will print the data to be annexed to official request.

print the data to be annexed to official request.

3. Password Recovery

If you want to recover your password as a System User through the official webpage of the SPA (www.procurement.gov.ge) you will have to access the log-in page, where the window similar to the one given below will appear on the screen, with the button :"Password Recovery".

By clicking "Password Recovery" button, the fields necessary for password recovery will appear on the screen, as shown on the picture below, specifically:

•   Username (the Username you specified upon registration);

•   User e-mail;

•   security code

After filling in the above fields, you will have to click the "Send" button, then you will be able to log-in the System with a new password (which will be sent to your e-mail address).

3.1 Change a Password

After receiving a new password, you will be able to change the password sent by the System with the password you want. To change the password you will have to click on your username in the upper right corner of the screen, as shown on the picture.
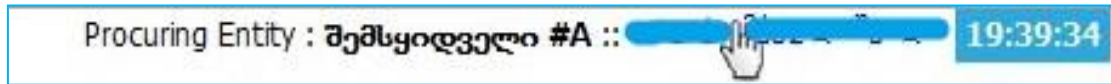
By clicking the username, as shown on the picture, the fields, necessary for changing the password, will be displayed on the screen, specifically:

- Old Password;

- New Password;

- New Password (again);

After filling-in all the necessary fields, the password will be changed by pressing "**Change**" button and the message, similar to the one shown on the picture will be displayed. By clicking "**Close**" you will return to the main page.

4. User's Profile

4.1 Profile of a Procuring Entity

By clicking "Profile" button the information entered by you about yourself will be displayed, as shown on the picture below (name, identification code, etc.). You will be able to update personal information any time by clicking "Edit" button.

> Remember!
>
> Following the registration of a "Contender Procuring Entity" as a Procuring Entity by the System, the SPA will change the following three fields in the entity profile: "Legal Form," "Entity Name," "Identification Code" based a written application of the Procuring Entity concerned.

After pressing "Edit" button the following window will be displayed with respective fields. After updating the relevant field you will make a change by pressing "Enter" button or will cancel the change by pressing "Cancel" button.

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By clicking "Contact Persons" in the profile of the Procuring Entity on the screen will be displayed the window, like the one given below, where you will see the data of the Procuring Entity's contact person. With the help of "Add", "Edit", "Delete" buttons you can add, edit or, if necessary, delete the information concerning a contact person.
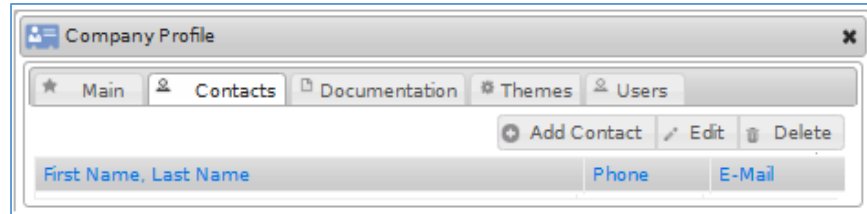
After clicking "Add" button the window like the below picture will be displayed, where all the fields should be filled in. After filling in the fields you will indicate the contact person of your organization by pressing "Enter" button.
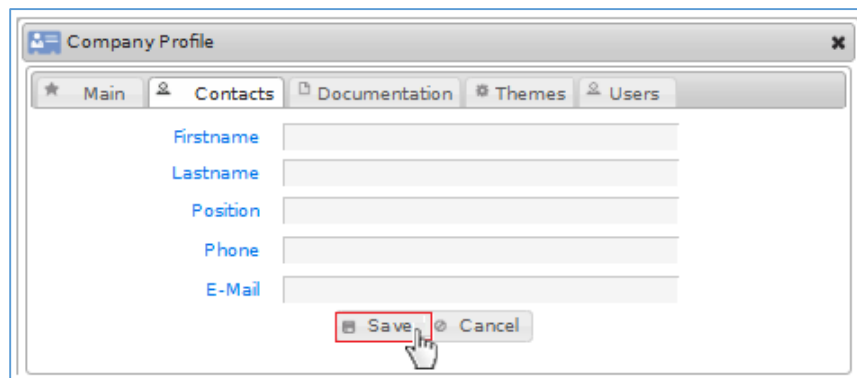
By pressing "Users" button the user data – the first name, the last name and e-mail address will be displayed like the picture given below with the indication of specific status (Active, Grantor).
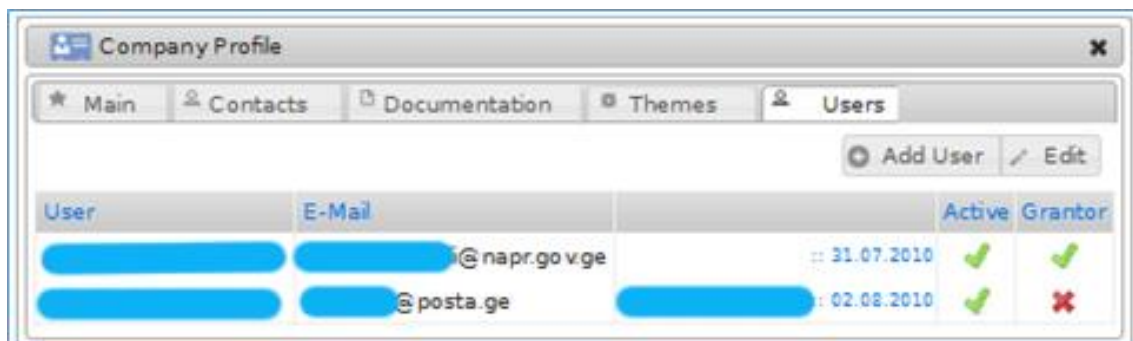
A Procuring Entity is able to update the information concerning a specific user with the help of "Edit" and "Add" buttons, or, in the case of need, add the other person according to the order, given below and specify the respective status. It is prohibited to substitute the first and the last name of a user, registered in the System with the first and the last name of a new user. You have to deactivate the user, who is not

entitled to operate within the System on behalf of your organization (switch off the status "Active" in the profile). A Procuring Entity is required to click the "Add" button in order to add a new user. The window like the one given below will appear on the screen with the following fields:

- First and the last name;
- ID number;
- Address;
- Telephone number;
- User's name
- Email
- password
- Re-type the password (for precision purposes);
- Active (box to be ticked) – By ticking this box the Procuring Entity makes the person concerned Grantor (box to be ticked) – By ticking this box the Procuring Entity makes the person concerned a privileged user, who is entitled to edit the profile, upload the procurement plans and reports along with conducting e-tenders. A Grantor is entitled to add a new user or/and change the status of a current user.

Attention!

Without the "Active" status a User will not be able to log-in the system.

After filling in the fields shown on the picture, you have to press "save" button for the System to save the entered data.

4.2. Supplier's Profile

By pressing "Profile" button the information entered by you about yourself will be displayed, as shown on the picture below (name, identification code, etc.). You will be able to update personal data any time by pressing "Edit" button.

After pressing "Edit" button the following window will be displayed with respective fields. After updating the relevant field you will make a change by pressing "Enter" button or will cancel the change by pressing "Cancel" button.

Remember!

Once the Supplier participates in bidding (or submits the electronic guarantee) only the SPA is entitled to change the following three fields in the entity profile: "Legal Form," "Entity Name." "Identification Code" based on a written application of the Supplier concerned.

By pressing "Contact Persons" button in the profile the Supplier will display the window, like the one below, where you will see the data of the Supplier's contact person. With the help of "Add", "Edit", "Delete" buttons you can add, edit or, if necessary" delete the information concerning a contact person.
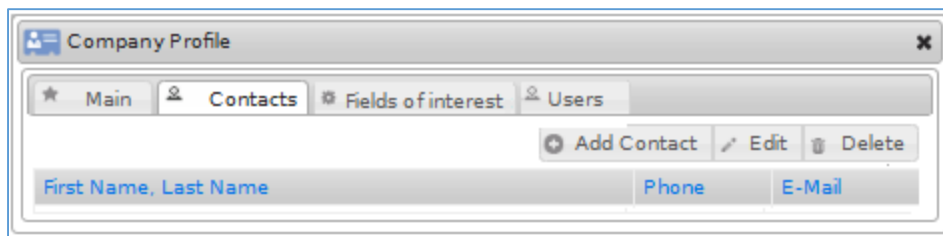
By pressing "Fields of Interest" button the window like the below picture will be displayed, with the help of which the Supplier will be able to specify one or more suitable CPV categories. In the case of announcement of a tender, corresponding marked categories, the Supplier will receive a message concerning the tender.
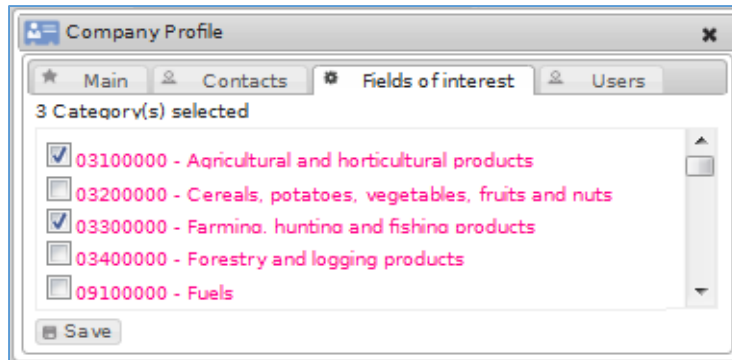
By pressing "Users" button the user data – the first name, the last name and e-mail address will be displayed, as on the picture below, with the indication of specific status (Active, Grantor).
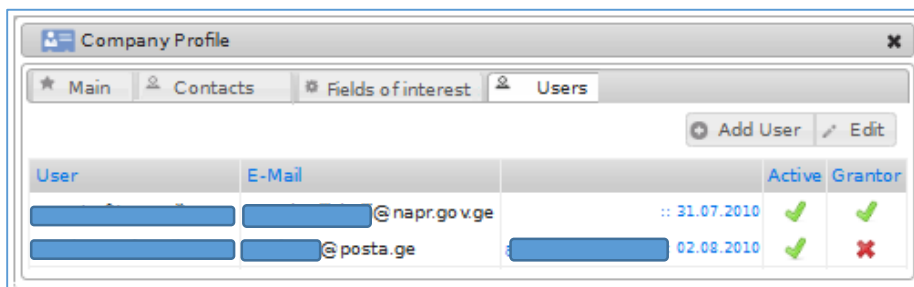
A Supplier is able to update the information concerning a specific user with the help of "Edit" and "Add" buttons, or, in case of need, add the other person according to the order, given below and specify the respective status. It is prohibited to substitute the first and the last name of a user registered in the System with a new user. You have to deactivate the user, who is not entitled to operate within the System on behalf of your organization (switch off the status "Active" in the profile). A Supplier is required to click the "Add" button in order to add a new user. The window like the one given below will appear on the screen with the following fields:

- • First name and Last name
- • ID number
- • First name and Last name
- • Address
- • Telephone number
- • For SMS activation, mark respective field
- • User's name
- • Email address
- • Password
- • Retype password – for precision purposes
- • Active (box to be ticked) – By ticking this box the Supplier makes the person concerned entitled to log-in and participate in bidding
- • Grantor (box to be ticked) – By ticking this box the Supplier makes the person concerned a privileged user, who is entitled to edit the profile. A Grantor is entitled to add a new user or/and change the status of a current user.

Attention!

Without the "Active" status a User will not be able to log-in the system.

After filling in the fields shown on the picture you will have to click "save" button to save the entered data, otherwise "cancel" button.

5. Notifications

"Notifications" By clicking button, a procuring entity will receive a notification as displayed below.

A Supplier receives both the news concerning the System and messages about announced tenders within the indicated categories, specified in the "Fields of Interest" on the profile page. The below picture reflects the message page for Suppliers', displaying news circulated by the SPA and message circulated by the System concerning "Fields of Interest".

The yellow envelope means an unread message and the open one – the already read one. After the notification is read, user can press "delete" button and delete an appropriate notification.

Except deleting a specific opened notification, you can delete all the notifications that is portrayed with an open envelope (that means already read notification). By clicking, "delete read notifications" button user deletes already read notifications addressed to it's organization.
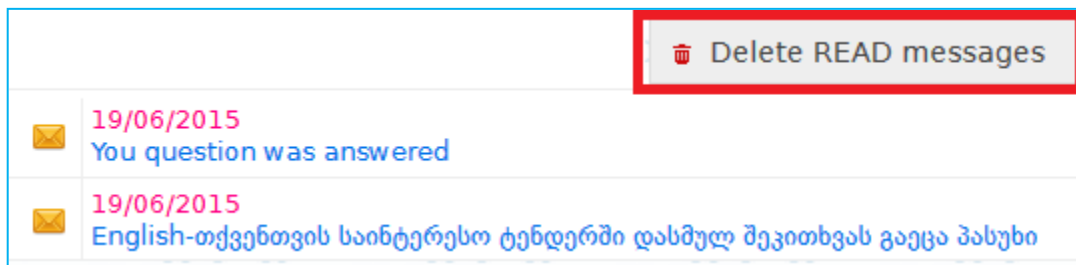
5.1 SMS Notification

If registered users, both procuring entities and suppliers, are willing to receive additional SMS (beside inner notification) regarding the changes conducted in their procurement, have to press "user" button and "edit" afterwards, in order to activate SMS notifications. The user's information will be displayed on the screen like on the picture displayed below. In order to activate SMS service you have to mark

appropriate field. In order to save the submitted information, you have to press "save" button. SMS notification service is available for max three users.

6. Electronic tender, Simplified electronic tender, Consolidated tender and Design contest

For the usage of user manual, we divide the procedures of electronic tender, simplified electronic tender, design contest, electronic tender procedure and consolidated tender in three steps: first step – announcement of a new procurement by a procuring entity. Second step – supplier's participation in E-procurement and third step – winner identification and awarding state procurement contract.

6.1. First step – e-tender announcement by a procuring entity

In order to announce a new e-tender registered procuring entity must log in the system using its user's name and password. After accessing the system will be displayed window like the one below with the following functional buttons:
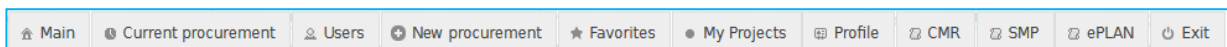
- **Main** – by clicking the mentioned button you are able to return to the main page at any time (home page)
- **Current procurement** - By clicking this button you will see the list of tenders which bid submission deadline expires today or has already expired;
- **Users** – By clicking this button you will be able to search for the information about any registered user (Procuring Entity, Supplier, Contender Procuring Entity, Blacklisted Company/Person);
- **New Procurement** – By clicking this button you will be able to announce an electronic tender, simplified electronic tender, design contest or create a draft tender notice;
- **Favorites** - by clicking this button will be displayed list of favorite tenders marked by you;
- **My drafts** – By clicking this button you will see the list of draft tender notices, prepared by you;
- **Profile** – by clicking this button on the screen will be displayed your own info submitted by you (name, id code and so forth). By clicking "edit" button you are enabled to update information at any time;
- **CMR (Contract Management Reports)** – by clicking this button a window will be displayed on the screen, which shows each direct contract awarded by the procuring entity within a year (except electronic tender, simplified electronic tender, design contest and e-procurement procedure)
- **ePLAN (Module of Electronic Plan)** – by clicking this button, annual plan which a procuring entity submits via the system pursuant to the timeframe of the Law, will be displayed on the screen. Procuring entity indicates procurement category, procurement timeframe, procurement means, average value and so forth.

Attention!

Any amendment made in profile data should be immediately reflected in the System

- **Log-out**- By clicking this button you will log out. It is mandatory to press "Log-out" button after the end of each working session in order to protect data concerning your organization.

As already mentioned, you must use the "New Procurement" button to announce a new tender. After clicking this button, the window like the one given below, will be displayed.
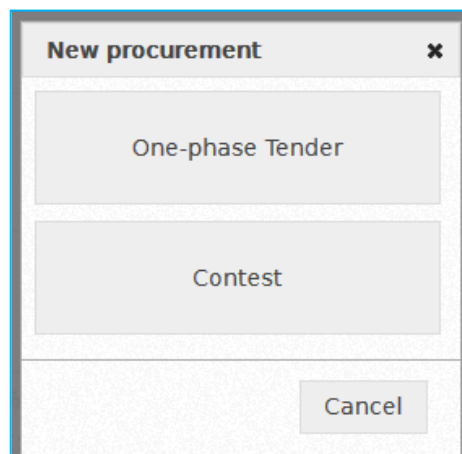
If you want to announce simplified electronic or electronic tender click the "tender" button and window like the one will be displayed on the screen.

First of all, you have to select the Tender Type, like the picture below – Electronic Tender or Simplified Electronic Tender.

After specifying tender type you have to fill in the fields, which are identical in case of Electronic Tender or Simplified Electronic Tender.

- In CPV code textbox you can indicate the name of CPV code. After typing at least 3 letters, the System allows selecting the procurement object, corresponding the indicated letters. By pressing "Select" button the System displays the hierarchical list of CPV codes, from which you choose the desired one.

Attention!

Upon announcement of e-tender it is mandatory to select the most detailed CPV code for the respective procurement object. The higher hierarchical category should be chosen only when the foregoing deems impossible; the name of specific procurement object should be specified in **"Additional Information"** field.

- **Additional Information;**
- **Procurement number or volume;**
- **Supply period;**
- **Bid submission deadline:** (this field automatically counts the minimum period for the submission of a bid according to the selected type of tender - Electronic Tender or Simplified Electronic Tender);
- **Trading with a Pricelist:** In case of selection of "Trading with a Pricelist" the "Procurement Estimated Value" will be substituted by "Pricelist Estimated Value" field and one more additional mandatory field will appear: "Contractual Value of Procurement Object." The screenshots of these fields are given on the below picture.

- **Procurement Estimated Value in GEL** (After selecting "Simplified Electronic Tender" in tender type the System will specify the maximum procurement value - up to **200 000 GEL**);

- **Tender Bid should be Submitted Exclusive/Inclusive VAT;**

- **Bid Reduction Step in GEL** (**0.4%-2%** of the Procurement Estimated Value will be automatically entered into this field. Within these limits, specified by the System you will have to choose the Bid Reduction Step acceptable for you).

After filling in all the above listed fields you will have to press **"Enter"** button if you want the System to save the data concerning the Tender Notice – otherwise you press **"Cancel"** button.

By pressing **"Enter"** button the data concerning the Tender Notice will be entered into the list of draft Tender Notices (**"My Drafts"** button) and the window, like the one given below will appear on the screen.

#	Documentation	Offers	Result	Agreement

◀ Back

Procurement type   Electronic Tender via price list
Announcment number   **N/A**
Procurement proceeding status   🖼 Draft call for tender
Procuring entities   📇 basketball
Procurement announcment date
Bids accepted from   07.11.2015 00:00
Deadline for bid submission   12.11.2015 13:00
Financing   2015 Funds (year)
Estimated value of the price list   400`000.00 GEL
Contractual value of the procurement object   20`000.00 GEL Contract performance guarantee is not required
Bid must be submitted   Including VAT

⭐ Add to favorites

Classifier (CPV) code

- 09100000 - Fuels

Classifier (CPV) code and specific procurement object

- 09111000 - Coal and coal-based fuels
- 09112000 - Lignite and peat

Amount or Volume of Procurements
Supply Period
Bid reduction step   0.00 GEL
Guarantee amount   4`000 GEL
Guarantee validity period   160 Day
Additional Info

✏ Edit	⚙ Register	🖨 Print	🗑 Erase Project	⚙ Complaints

As mentioned above, in order to announce any tender type you have to click **"New Procurement"** button. Upon clicking the button on the screen will be displayed the list of procurement types, if you want to announce a design contest click "**design contest**" button, afterwards on the screen will be displayed the window like the one on the picture.

Compared to the tender notice, design contest draft does not include following fields:

• **Bidding with pricelist;**

• **Bid must be submitted - including VAT/excluding VAT** (compared to tenders, design contest notice is always submitted without VAT and correspondingly information is automatically reflected via system upon the creation of design contest notice);

• **Bid reduction step** – (unlike tenders, bid reduction step does not exist in case of design contest, correspondingly design contest bid is submitted once, where design contest bid price may be equal or less to the estimated value);

On the picture below is displayed an important field, that is used just in case of design contest notice that defines quality total score weight and price weight (which sum must compose one), after finishing evaluation of design contest bid, the system automatically aggregates bid quality total score with design contest bid price.

For more details, see the paragraph 14 – chart guide for the evaluation of design contest bid and identification of winner contender;

 Quality total score weight must not exceed 80% and must not be less than 70%. As shown on the picture when design contest notice window is opened, weight is automatically fixed on 75% and user is able to increase or decrease quality total score weight.
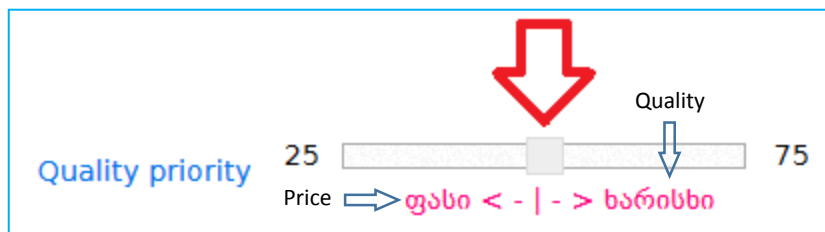
Attention!

Evaluation of quality total score weight and design contest bid price must compose one. Moreover, quality total score weight must not exceed 80% and must not be less than 70%.

After filing in all the compulsory fields, a user must click "enter" button as in case of tender notice. The mentioned notice will become similar to the design contest notice draft, on the screen will be displayed the picture like the one below.

STATE PROCUREMENT AGENCY

#	Documentation	Offers	Evaluation	Result	Agreement

◂ Back

Procurement will be completed in prime time. Additional rounds will not be held

Procurement type	Contest
Announcment number	**N/A**
Procurement proceeding status	Draft call for tender
Procuring entities	
Procurement announcment date	
Bids accepted from	07.11.2015 00:00
Deadline for bid submission	12.11.2015 15:00
Financing	2016 Funds (year)
Priority (Quality/Price)	**77 / 23**
Estimated value of procurement	50`000.00 GEL Contract performance guarantee is not required
Bid must be submitted	Excluding VAT

☆ Add to favorites

Classifier (CPV) code

• 09100000 - Fuels

Classifier (CPV) code and specific procurement object

• 09132100 - Unleaded petrol

Amount or Volume of Procurements	5000
Supply Period	15
Guarantee amount	500 GEL
Guarantee validity period	120 Day
Additional Info	

additional info

✎ Edit	✱ Register	🖶 Print	🗑 Erase Project	✱ Complaints

Any type of tender notice draft has an important identical buttons. Arrangement and name of buttons is displayed on the picture below.

✎ Edit	✱ Register	🖶 Print	🗑 Erase Project	✱ Complaints

Meaning of each button:

• **Edit** – button enables to make amendments within the notice draft;

• **Registration** – button enables to register a notice;

- **Print** – button enables to print a notice;

- **Delete draft** – button enables to delete notice draft from the system;

If you want draft notice elaborated by you to look like the same as tender or/and design contest notice, you have to click "documentation" button and on the screen will be displayed the picture like the one shown below.

By clicking "browse" system enables to mark PDF format tender/design contest documentation stored at your computer. Then you have to provide a short description thereof in "description" field and finally, upload the selected document into the system by clicking "attach" button.

Attention!

Document uploaded into the system must be in PDF format, the max size must not exceed 8MB. In exceptional cases a user can upload excel format document within the tenders/design contests in the selection/evaluation ongoing process only within the following CPV Codes 45100000, 45200000, 45300000, 45400000, 45500000. Deleting uploaded document is possible only before the notice registration, afterwards you can only abolish it (by clicking the "abolish" button) and upload a new file. After abolishment document will be crossed that means it is not active (in force), however it may be viewed.

After completion of above mentioned procedure, you have to return to the tender/design contest notice field and click "registration" button, system will assign unique number to the tender/design contest

notice, status "announced" and all the interested parties will be able to see tender/design contest notice and submit bids in compliance with the respective rule.

Remember!

A tender can be canceled at any time, except in case when procurement status is "contract awarded".

In case of status "announced", procuring entity is has the right to edit tender/design contest notice. Unlike draft tender notice when the procuring entity could delete the document, in case of registered notice, the document can only be canceled and a new file could be uploaded.

After cancelation of document, a procuring entity will select a new file and upload by clicking "attach" button. By clicking this button ⬚ document will be canceled.

Canceled document is accessible for any user, it can opened and read as any active document. The canceled document is displayed on the picture below.

At the document page a user, if necessary, can upload "exclusion certifying document" and conduct activities which would be limited systemically without uploading the mentioned document. For example the estimated value of simplified electronic tender is up to *200 000 Gel.*

A procuring entity is entitled to announce simplified electronic tender from the monetary threshold, with an exclusion, if it has the appropriate permission issued by the government. For monetary threshold violation purposes the Procuring Entity should upload the permission document, and then it will have the right to announce simplified electronic tender, the estimated value of which is 200 000 or more than 200 000 GEL. An example of attachment of the exemption document is given on the below picture.

Remember!

After registration a Tender notice can be edited only while it has the status "Announced". Subject to editing are all the fields, except for the Type of the Tender, Type of the Pricelist and Procurement Object. When the Tender acquires status: "Bidding Commenced", no editing can be done to the Tender notice

The below picture demonstrates the case of a registered tender notice

By clicking this button [☆ Add to favorites] you add procurement notice into the favorites.

Registered notice as the notice draft has functional buttons, which arrangement and purpose is specified by the status of authorized system user. The arraignment and naming of buttons is displayed on the picture below.
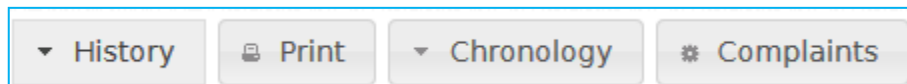
Meaning of each button:

- **History of Notice** button is visible only in cases when amendment is made to the notice and by clicking the mentioned button the screen will display the detailed information about the modified fields.
- **Print button** enables to print the relevant notice.
- **Chronology button** enables you to see date of each modified ongoing status
- **Complaint button** enables to see complaints submitted on the specific procurement.

6.1.1. Procurement Cancellation

If you want to cancel the procurement, you will have, first of all, to access the specific e-tender, announced by you and press the "Results" button. After pressing the button the following window will be displayed on the screen.

#SPA150000122	Documentation	Offers	Result	Agreement

◂ Back   🗑 Procurement cancellation

Document

By pressing "Procurement Cancellation" button the window similar to the below picture will appear on the screen. It allows you to upload the minute on tender cancellation, without uploading which you will not be able to assign "Procurement Cancelled" status to the Tender.

Please, upload procurement cancellation related minutes.(PDF file, max size 8 MB)
It is not permissible to grant other status to the procurement or attach documentation after its uploaded.

☐ I have read

File [Browse...] No file selected.   🗑 Attach

After uploading the minutes on tender cancellation, you will be able only to substitute the mentioned document (in the case it was wrongly uploaded) and assign "Procurement Cancelled" status.

Remember!

After uploading the minute on tender cancellation you will be able only to assign "Procurement Cancelled" status to the Tender. In the case of incorrectly uploaded document the SPA will not bear any responsibility for consequences and any mistake, conditioned by the carelessness of a user will be the sole responsibility of the user concerned.

After uploading the aforementioned minute the ,,Procurement Cancellation" button will appear. By clicking this button the final "Procurement Cancelled" status is assigned to the tender and the tender having the foregoing status will look like the picture, given below.

6.2. Supplier's Participation in the Tender/Design contest

In order to participate in an e-tender a Supplier, should be logged-in under own username and password. Once the Supplier is logged-in, the window like the below picture will be displayed with the following functional buttons.

- **Main** – By pressing this button you will be able to return to the main page any time;
- **Current Procurement** – By pressing this button you will see the list of tenders, in which the deadline of submission of bids expires today or has already expired;
- **Users** – By pressing this button you will be able to search for data concerning any user (Procuring Entity, Supplier, Contender Procuring Entity, Black Listed Company/Person);
- **Favorites** - By pressing this button you will see the list of tenders, you are participating/have participated in;
- **Appealed tenders** – by pressing this button you can see the tenders appealed by you;
- **Profile** – By pressing this button the information entered by you into the System will be displayed on the screen (name, identification code, etc.). By using "**Edit**" button you will be able to update the information about you any time.
- **CMR (Contract Management Reports)** – by clicking this button a window will be displayed on the screen, which shows each direct contract awarded by the procuring entity within a year (except electronic tender, simplified electronic tender, design contest and e-tender procedure)
- **ePLAN (Module of Electronic Plan)** – by clicking this button annual plan will be displayed on the screen, that a procuring entity submits via the system within the timeframe accordingly the law. A procuring entity indicates procurement category, procurement timeframe, procurement means, average value and so forth.

Attention!

Any amendment made to profile data should be immediately reflected in the System.

- **Log-out**- By pressing this button you will log out. It is mandatory to press "**Log-out**" button after the end of each working session in order to protect data concerning your organization.

In order to participate in e-tender, you, as a Supplier, will have to search for the desired tender notice. After the selection of a specific tender notice the window like the picture given below will be displayed.

| #SPA150000121 | Documentation | Offers | Result | Agreement |

◄ Back

Procurement type	Simplified Electronic Tender
Announcment number	SPA150000121
Procurement proceeding status	Tender announced
Procuring entities	LTD "TbilService Group"
Procurement announcment date	16.10.2015 11:10
Bids accepted from	21.10.2015 00:00
Deadline for bid submission	23.10.2015 12:30
Financing	2015 Funds (year)
Estimated value of procurement	28`000.00 GEL Contract performance guarantee is not required
Bid must be submitted	Including VAT

☆ Add to favorites

Classifier (CPV) code

- 34300000 - Parts and accessories for vehicles and their engines

Classifier (CPV) code and specific procurement object

- 34352100 - Tyres for trucks

Amount or Volume of Procurements	100 ცალი
Supply Period	ხელშეკრულების დადებიდან 10 დღის ვადაში.
Bid reduction step	112.00 GEL
Guarantee amount	280 GEL
Guarantee validity period	120 Day
Additional Info	

50% - eng_სახელმწიფო ბიუჯეტი
50% - eng_საკუთარი შემოსავლები

| ⎙ Print | ▾ Chronology | ⚙ Complaints | ⚙ გასაჩივრება |

By pressing this ☆ Add to favorites button, you add the notice in favorites.

Arrangement of functional buttons below the tender notice and functions for the user logged in as a supplier is different in some cases. The picture below demonstrates the example of button arrangement, when all the possible button is visible for the registered user.

| ▾ History | ⎙ Print | ▾ Chronology | ⚙ Complaints | ⚙ გასაჩივრება |

Discuss each of them:

- **Notification history** – by clicking this button you will see the history of specific notification. More precisely, who and when edited the notification, you will also see detailed information about the changed fields;
- **Print** – enables you to print appropriate notification;
- **Chronology** – by clicking this button you will see all data of status changes from the day procurement was announced and its progress;
- **Complaints** – by clicking this button you will see the complaint submitted for this procurement;
- **Appeal** – by clicking this button you are enabled to appeal specific tender

In order to see the tender documentation, you have to press "Documentation" button in the tender notice concerned and the window like the one, given below will be displayed on the screen.

By clicking relevant attached documentation stored in the system (in PDF, XLS/XLSX format) will be opened.

Below the documentation module is arranged communication module (question/answer) with the procuring entity. By clicking new question button, you can ask a question to a procurement entity about tender terms and other specific details. Also you can see the questions asked by other users and corresponding responds of procuring entities.

For bid submission within a specific e-tender you should click "Offers" button and the window like the one, given below, with the text of Affidavit[4] will be displayed on the screen.

Following the familiarization with the **Affidavit** text, you certify the veracity of the data, submitted during the tending procedures and your consent by pressing "**I agree**" button, as demonstrated on the picture above. Once you agree to the text of the Affidavit the System will allow you to submit the electronic guarantee by using one of the two possible methods.

---

[4] **Affidavit** – a written document, by signing of which the person concerned certifies the veracity of the data and circumstances mentioned in the document and assumes the responsibility for the veracity of the mentioned data and circumstances commensurate with the procedure. envisaged by law in force of Georgia

6.2.1. Guarantee

Method 1: Money Transfer

If you want to temporary deposit money on the account through your credit card, in order to secure your bid, you will have to select one of the banks from the drop-box.

> Attention!
>
> The online payments can be made by credit cards of any bank, which card should have the online-payment option, assigned by the issuing bank.

By pressing "**Money Transfer**" button you will navigate to on-line payments webpage of the respective bank.

After navigating to the Bank on-line payment's page, the respective form will be displayed, see on the picture below.

In order to temporarily deposit the guarantee amount on the SPA account, you will have to enter the card 16-digit number (without spaces and dashes), specify the card validity period printed on the front page of the card and finally, enter the CVC2 three-digit security code, which is given on the reverse side of the card. After filling in all the mandatory fields you will have to press the "Next>>> button and the picture, given below will be displayed:

By pressing "**Pay>>>**" button the Bank will automatically withdraw the amount from your card and temporarily deposit on the SPA account. This amount will be automatically returned to your account (unless there is a legal ground to enforce the guarantee) only after assigning the final status to the tender ("No Bids Received", "Contract not Awarded", "Tender Cancelled", "Contract Awarded").

An example of successful accomplishment of the transaction and returning to the System is given on the below picture.

Method 2: Submission of an Electronic Guarantee

If you want to use the electronic guarantee as a bid security, you will navigate to electronic guarantee activation page by pressing "Submit guarantee" button, as shown on the picture, given below.

After being redirected to electronic guarantee activation page, the electronic guarantee activation form, shown on the below picture, will be displayed on the screen.

You enter Guarantee "G11*****124" number in the first field and "PIN Code" – in the second one, which you will receive from the guarantee issuer. By pressing the "Guarantee Activation" button you will activate your guarantee. After successful activation of the guarantee you return to System by pressing "Back" button.

Attention!

Electronic guarantee will be cancelled only after assigning the final status to the tender ("**No Bids Received**", "**Contract not Awarded**", "**Cancelled**", "**Contract Awarded**") and when there is a legal ground for the cancellation of the guarantee. The guarantee will also be cancelled after the expiry thereof.

6.2.2. Bid Submission Fee

After the submission of electronic guarantee you will have to pay the "**Bid Submission Fee**" via a bank credit card. To this end you select one of the banks from the banks' drop-down menu.

> Attention!
>
> The online payments can be made by credit cards of any bank, which should have the online-payment option, granted by the issuing bank.

You will navigate to the Bank on-line payment page by pressing "**Money Transfer**" button.

After navigating to the Bank on-line payment's page, the respective form will be displayed, see on the picture below.

To make a transaction you will have to enter the card 16-digit number (without spaces and dashes) specify the card validity period printed on the front page of the card and finally, enter the CVC2 three-digit security code, which is given on the reverse side of the card. After filling in all the mandatory fields you will have to press the "**Next>>>**" button and the picture, given below will be displayed.

By pressing "**Pay>>>**" button the Bank will automatically withdraw the amount from your card and transfer it to the SPA account. After successful accomplishment of the transaction you will return to the System by pressing "Back" button. An example of returning to the System is given on the below picture.

6.2.3. Uploading Technical Documentation

After the payment of bid submission fee you are required to upload the technical documentation, otherwise the System will not allow you to submit a bid.

Attention!

In order to participate in a tender/design contest it is necessary to upload only the procurement related technical documentation.

The technical information is the data concerning the procurement object and information about the bidder, uploaded by a bidder into the System, which data is requested by the Tender/design contest notice and Tender/design contest Documentation, along with qualification documents, which should be submitted by administrative bodies.

For uploading the tender documentation the window like the one given on the below picture will be displayed after the payment of bid submission fee.

By pressing "Browse" button you will be able to select the technical documentation, stored on your computer and upload them into the System by pressing "**Attach**" button.

Attention!

If design contest bid submission technical documentation contains any kind of information concerning the bid price, contender will be disqualified.

After uploading documentation you will be able to see the document uploaded by you and in the case of detection of a mistake – you may delete the file by clicking 🗑 "**delete button**" button. Before submission of a bid price you can upload one or more document(s). The technical documentation attached by you will be accessible only for you until the end of e-tendering. It can be deleted or an additional document can be uploaded only after the payment of bid submission fee and before you specify the bid price in the System.

Attention!

Technical documentation can be uploaded or deleted only during the period between the payment of bid submission fee and before you submit the bid price in the System.

6.2.4. Design Contest bid submission price

Once ensuring that all the technical documentation is fully and accurately uploaded and you are ready for submitting design contest bid submission price, with the help of the window, displayed below, you can easily submit it.

Please, submit bid price less VAT

Amount (15`000.00 or unchanged: 15`000.00)

Supply (Days) ⟹ მოწოდება (Dayები)

Offer

Along the "amount" field you should indicate the price offered by you.

Attention!

It is prohibited to type comma, space or any other symbol within the offer field, except of numbers. Otherwise your offer will not be accepted.

If you type any symbol different from number, the relevant field will look like the picture below.

Please, submit bid price less VAT

Amount (15`000.00 or unchanged: 15`000.00)   44.7 Number?

Supply (Days) ⟹ მოწოდება (Dayები)   5

Offer

By clicking "offer" button on the screen will be displayed the window like the one shown below, if you click "yes" button you certify the accuracy of design contest bid price, otherwise you should click "no" button.

Offered Amount 45.00

Supply ⟹ მოწოდება: 5 Day

Your price is abnormally low. Mark ☑ to confirm.

Yes   No

Within indicating design contest price, if the price offered by you significantly differs from the procurement estimated value, system will display on the screen the window like the one shown below. If you agree, you will have to confirm your consent by ticking the respective box and then press "Yes" button, otherwise you will have to use "No" button.

After submitting design contest bid price, your bid will be displayed within the main field of offer, as on the picture below. The identity and quantity of other contenders, as well as bid submitted by them (if existed) is not accessible within prime time. Only after the termination, you will be able to view the identity of contenders. Design contest bid price is closed till procuring entity does not evaluate each design contest bid and assigns winner identified status.

Attention!

Within bid submission you can view only your own name/technical documentation. The identity of other contenders is anonymous and technical documentation and design contest bid – closed. The name of other contenders and relevant documents for design contest bid becomes accessible after the termination of prime time. Information regarding design contest bid price is accessible after design contest notice is assigned "winner identified" status or "contract not awarded".

You cannot edit/delete uploaded technical documentation or modify bid price after the submission of design contest bid.

6.2.5. Submission of Bid Price within Primetime

Once you assure that the technical documentation is fully and correctly uploaded and you are ready to submit the bid price, you can easily specify the bid price with the help of the window, given below.

Attention!

"Please, submit a bid included VAT". This statement refers only to the "VAT" payer Suppliers.

You have to submit the offered price next to the "Amount" field with due consideration of the estimated value and bid reduction step should be accounted for by a bidder in every next case of change of the bid price and not with respect to price offered by the other bidders.

> Attention!
>
> It is prohibited to type comma, space or any other symbol, except number, otherwise your offer will not be accepted.

In case of typing in **"offer"** field any other symbol than number, the field will look like the picture below.

Then you have to press "Offer" button and the window, like the one, given below will be displayed. With the help of this window, by clicking "Yes" button, you will confirm the correctness of the bid price, otherwise you should click "No" button.

When indicating bid price which significantly differs from the estimated value or your previous offer, the system displays the window similar to the below picture. If you agree, you have to approve consent by ticking the box and then click "yes" button, otherwise you have to click "no".

> **Attention!**
>
> The amount last entered into bid price field prevails the price indicated within the technical documentation (estimate).

After submission of the bid price, your offer will appear in the main field of offers, as shown on the picture below. The offers of the other bidders (if there are such), submitted during the primetime are not accessible and the list of Suppliers will appear only after the completion thereof.

Bidder	Last Offer Amount/Date	First Offer Amount/Date	Offers
📇 ▨▨▨▨▨▨	**40.00** 4 Day 19.10.2015 16:13	45.00 5 Day 19.10.2015 15:23	[2] View

> **Attention!**
>
> Upon submission of a bid, you can see only our own name/technical documentation, as regards the other bidders, their quantity and identity is anonymous and technical documentation and bids – closed. After the expiry of the primetime, the bid will become accessible and after the completion of additional rounds – the other bidders' identity and technical documentation.
>
> You will not be able to delete/edit the technical documentation uploaded by you once the bid price is submitted.

You have the option to withdraw the bid through the System until the end of bidding process. To this end you should use "Withdrawal Bid" button, as shown on the picture below.

🗑 Withbraw bid

Please, submit bid price less VAT

Amount (40.00 or less) [   ]

Supply (days) ⟹ მonwდება (Dayები) [   ]   Offer

The withdrawal of a bid is the legal ground for the enforcement of the guarantee, submitted by you.

6.2.6. Reduction of Bid during the Additional Time (Additional Rounds)

After the expiry of tender primetime the additional three rounds will be launched, however the participation therein is not mandatory. During additional rounds each bidder is entitled to reduce the price, submitted thereby during the primetime or withdraw the bid. The System has special fields for additional rounds, as shown on the picture below.

1st round of trade

Start	End	Bidder	Amount
12:05	12:07	Bidder #3	4`000.00
12:07	12:09	Bidder #4	3`940.00
12:09	12:11	Bidder #1	**2`900.00**
12:11	12:13	Bidder #2	**2`896.00**

2nd round of trade

Start	End	Bidder	Amount
12:15	12:17	Bidder #3	4`000.00
12:17	12:19	Bidder #4	3`940.00
12:19	12:21	Bidder #1	**2`800.00**
12:21	12:23	Bidder #2	2`896.00

3rd round of trade

Start	End	Bidder	Amount
12:25	12:27	Bidder #3	**2`680.00**
12:27	12:29	Bidder #4	3`940.00
12:29	12:31	Bidder #2	2`896.00
12:31	12:33	Bidder #1	2`800.00

In the first round the order of reduction of price by bidders is defined according to prices, submitted during the primetime. Specifically, the first offer in the first round shall be made by the bidder, who offered the highest price during the primetime, in the second round – by bidder, who offered the highest price before the commencement of this round, and in the third round – by bidder, who submitted the highest price before the commencement of this round.

Remember!

Each bidder will be able to make offer during all three rounds of e-tendering only **within a period of 2 minutes**, when its turn comes.

In each round the final price is offered by bidder, who offered the lowest price before the commencement of the round concerned.

As already mentioned there is a break after the expiry of the primetime, which unlike the second and third breaks, lasts for **5 minutes** instead of 2 minutes. The first break is followed by the first round. The screen

will display the picture similar to the one, given below, with the indication "**First round**." In the same window the bidder will see the information about the commencement and completion of the respective round and the order of the bidders with the indication of the exact time.

A bidder, who offered the highest price during the primetime, will be the first to submit the bid price with the help of the window, similar to the one, given below.

The bidder should specify the amount, he/she wants to offer next to the "**Amount**" field and then click the "**Offer**" button.

When the first bidder makes an offer the System will allow the second one to offer his/her price **within a period of 2 minutes** according to the procedure and order, described above. The other bidders (if there are such) will submit their bid prices according to the same procedure and order.

Once all the bidders have submitted their bid price in the first round, the round will end, the next break will be announced and the announcement, like the one on the picture to the right, will be displayed.

Then the window like the one given below will appear on the screen, which will display the results of the first round.

1st round of trade			
Start	End	Bidder	Amount
16/12 18:05	16/12 18:07	MASTER-PRINT (Bidder #4)	1`475
16/12 18:07	16/12 18:09	Bidder #2	1`400
16/12 18:09	16/12 18:11	Bidder #3	1`370
16/12 18:11	16/12 18:13	Bidder #1	1`369

After the end of the **second break**, the **second round** will be launched. On the screen will display the window stating "**Second round**". The same window will also display the detailed information about bid submission, commencement, end and order.

Tender SPA110022022	Tender Documentation	Offers	Results	

0 Hours	0 Minutes Second Round	55 Seconds

φ Refresh   ▾ Payments   ▾ Tech. Documentation

...	Start	End	Bidder
Second Round	18:15	18:17	Bidder #4
Second Round	18:17	18:19	Bidder #2
Second Round	18:19	18:21	Bidder #1
Second Round	18:21	18:23	Bidder #3

Attention!

If a bidder decides not to participate in additional rounds, the price offered during the primetime will remain valid.

When all the bidders submit their bids in the second round, the round will end, the next break will be announced and the window, like the one given to the right will be displayed on the screen.

0 Hours	0 Minutes Third Round	16 Seconds

At the same time, the screen will also display the window, like the one on the below picture, which will provide for the results of the bidding in the **second round**, together with those of the first round. If the field of each bidder in the rounds' table remains inactive (is light grey) when its turn comes, it means that the bidder did not participate in the round concerned and his bid price remained unchanged.

1st round of trade			
Start	End	Bidder	Amount
16/12 18:05	16/12 18:07	NEXTSTAGE (Bidder #4)	1`475
16/12 18:07	16/12 18:09	Bidder #2	1`400
16/12 18:09	16/12 18:11	Bidder #1	1`370
16/12 18:11	16/12 18:13	Bidder #3	1`369
2 st round of trade			
Start	End	Bidder	Amount
16/12 18:15	16/12 18:17	NEXTSTAGE (Bidder #4)	1`350
16/12 18:17	16/12 18:19	Bidder #2	1`400
16/12 18:19	16/12 18:21	Bidder #1	1`335
16/12 18:21	16/12 18:23	Bidder #3	1`333

After the end of the **third break** the **third round** will be launched. The screen will display the window stating "**Third round**". The same window will also display the detailed information about bid submission, commencement, termination and order.

| #SPA150027701 | Documentation | Offers | Result | Agreement |

◂ Back

| 0 Hours | 0 Minutes | 11 Seconds |
... Third Round

φ Refresh ▾ Payments ▾ Technical Documentation

Estimated value of procurement: 4`000.00
Supply Period: 30 კალენდარული დღე

Please, wait for your turn

	Start	End	Bidder
Third Round	12:25	12:27	Bidder #3
Third Round	12:27	12:29	Bidder #4

After the expiry of the timelines for the submission of bids for all the bidders and the end of additional rounds, the System will display the results of additional rounds, as shown on the picture below:

After the end of all three rounds the System will categories the bids according to decreasing principle (in the case of similar prices the preference is given to the bidder, who was the first to offer this price), as shown on the picture below.

A star means the number of participants in additional rounds. Accordingly the pictures above participant "**supplier**" did not participate in additional rounds and correspondingly has no star.

After additional rounds are complete and procuring entity identifies winner, upon the demand supplier must upload appropriate documentation. Documentation uploaded by supplier is distinguished in red color from the one of procuring entity.

6.2.7. Appeal

Appeal

⚙ გასაჩივრება   By clicking this button you can appeal a tender. After clicking the respective button will be displayed window where you have to indicate essence of the complaint, legal grounds and demand.

New compliant /
complaints of
current
procurement

Essence of the compliant

Legal grounds of the
compliant

Demand

Plaintiff

ID number

ახალი საჩივარი / საჩივრები მიმდინარე შესყიდვაზე			✖
საჩივრის #	Status	Date	მომჩივანი
records not found			

⟳ Refresh

საჩივრის არსი

> ჩაწერეთ თქვენი საჩივრის შინაარსი. მიუთითეთ შემსყიდველი ორგანიზაციის რა ქმედებას ასაჩივრებთ და დაასაბუთეთ თქვენი მოსაზრება.

საჩივრის სამართლებრივი საფუძვლები

მოთხოვნა

საჩივრის წარმომდგენი

Name/Last name

Telephone number

 პირადი ნომერი | სახელი, გვარი | ტელეფონის ნომერი

▶

Save   **💾 ჩაწერა**

Close

- ➢ **Essence of the complaint** – in the mentioned field you have to write content of the complaint, specify the action of the procuring entity you are complaining at, and ground your assumption.
- ➢ **Legal grounds of the complaint**;
- ➢ **Demand**;
- ➢ **ID number** – in the respective field should be indicated plaintiff's ID number. By clicking the ▶ button you are enabled to automatically fill in mandatory fields of name and last name using the service of "Public Services Development Agency";
- ➢ **Name/last name** – name and last name of the plaintiff;
- ➢ **Telephone number** – telephone number of the plaintiff;

After the essence of the complaint, legal grounds, demand and personal information is indicated by clicking "save" button will be displayed the window like the one below:

New compliant / complaints of current procurement →

Project draft →

Edit

Deleting draft

Complaint submission →

Browse →

Attach

➢ **Complaint submission** – by clicking this button you will send a complaint to the Dispute Resolution Board. After sending complaint you are not able to edit it;

➢ **Edit** – by clicking this button you are enabled to edit amendments (amendments are acceptable before submission of the complaint) through the current complaint;

➢ **Deleting draft** - by clicking this button you are enabled to delete complaint draft.

By clicking "**Complaint submission** "button will be displayed complaint submission window.

Complete submission →

Complaint will be submitted to dispute resolution board and it couldn't be edited any more. →

> **Attention!**
>
> After submission of a complaint to the Dispute Resolution Board, you are not able to change or delete it, except in exceptional cases, when Dispute Resolution Board requests for clarification of a complaint (in case of clarification , complaint can only be edited and sent back, but it cannot be deleted).

Supplier has only one business day for the clarification of a complaint, after the expiration of deadline, it cannot be clarified.

7. Tender Results

Identifying winner contender and awarding state procurement contract

After bidding is completed in a specific e-tender, you, as a Procuring Entity will have the possibility to award the contract commensurate with the procedure, envisaged by the Law.

First of all, you will have to access the e-tender, announced by you after the acceptance of bids is complete, press the "Results" button. After pressing this button, picture like the one, given below will be displayed on the screen, with help of which window you will have to upload the Minutes of all the respective sittings of the Tender Commission and all the tender related documents as well.

The ,,**Browse**" button allows you to select and mark the document, stored on your computer. Then you will have to give the short description of the document in "**Description**" field and upload it into the System by clicking "**attach file**" button.

Remember!

The minutes of the Tender Commission and the documentation should be uploaded into the System as soon as they are signed.

7.1. Selection/Evaluation

After uploading the minutes of the Tender/design contest Commission and the other relevant document/documents (if there is/are such), the System will automatically assign the status "**Selection/Evaluation**" to the e-tender, which, like the below picture, will appear in case if all the e-tenders have the same status.

7.1.1. Disqualification types

After the completion of bidding, the Procuring Entity uploads the minutes of the Tender Commission and the System automatically assigns the status "Selection/Evaluation" to the e- tender, the Procuring Entity will be in the position to identify the winner (if there is such) or in case of design contest procuring entity is enabled to offer quality total score of the documentation of each participant and by clicking

"aggregation of quality total score with the price" button aggregate total score of design contest bid price or disqualify bidder commensurate with the procedure, envisaged by Law.

A bidder in case of Tender and Design Contest as well, should be disqualified by clicking the buttons shown on the picture below, which buttons depend on the status of the tender. The picture demonstrates the disqualification buttons, which correspond the "Selection/Evaluation" status.

In the case of "**Winner Identified**" status the following disqualification buttons will appear:

In case of design contest "**winner identified**" status, appears one more disqualification ground, which is called **"disqualification due to the bid calculation"**.

In the case of "**Contract Finalization**" status the following disqualification buttons will appear:

Attention!

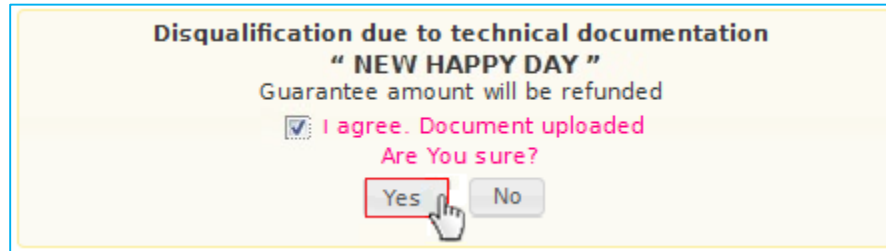Before clicking "**Enter**" button the Procuring Entity is required to upload the minutes of the

Tender Commission specifying the reasons of contender disqualification.

After marking each button and clicking "**Enter**" button, the window like the one given below, will appear on the screen, with the help of which the disqualification of the bidder is confirmed according to circumstances, envisaged by Law.

Each type of disqualification has its consequences, envisaged by law (refunding or deducting the guarantee amount, sending a request to the SPA for registering in the Black List), and, respectively, after clicking "**Enter**" button the above explanatory message will be displayed on the screen. Consequently, the System will not allow the disqualification until the Procuring Entity ticks the field: "I have read and uploaded the respective document."

Attention!

After each disqualification the tender status will automatically change to "**Selection/Evaluation**" status if there are other bidders and in case of design contest- "**winner identified**" status.

7.2. Status-No bids received

If no bidder submitted a tender/design contest bid in an e-tender, the system assigns automatically "**no bids received**" final status to e-tender and tender with such status will be the same as the picture displayed below.
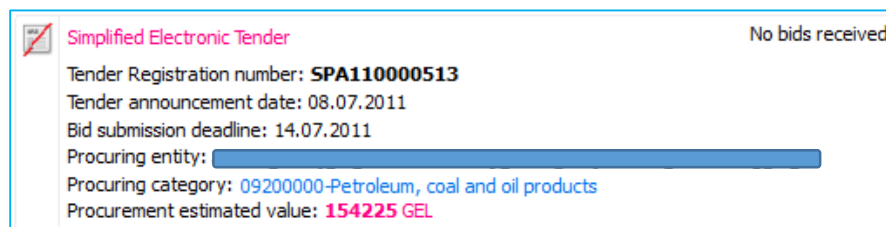
7.3. Winner identified

7.3.1. Winner identification in tender

If at least one bid (the tender documentation and bid price, which is submitted by using system field, allocated for these purposes) was submitted in an e-tender and the bidder concerned was not disqualified by the Procuring Entity, the System allows for assigning only the "Winner Identified" status.
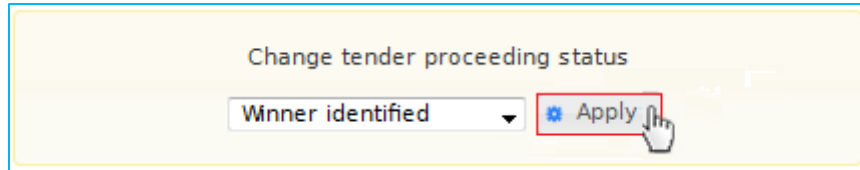

In this case you click the "Apply" button, as shown above, the System will automatically assign the "Winner Identified" status to the e-tender and the tender having this status will look like the picture, given below.
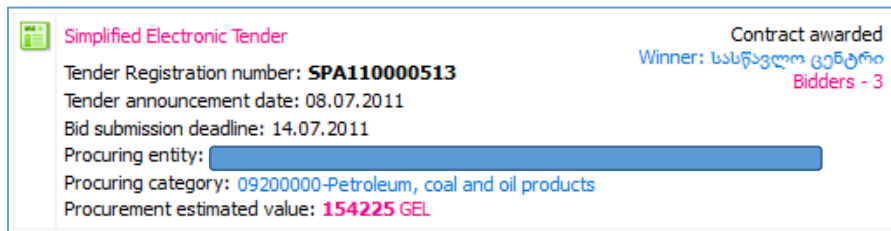
Attention!

The "**Winner Identified**" status is a transitional and not final status of a tender.

7.3.2. Winner identification in design contest

If at least one design contest bid is submitted (technical documentation and design contest bid price, which is submitted via its systemic field) and contender submitting a bid is not subject of disqualification by a procuring entity, system enables documents to be evaluated and after evaluation possibility of indication of total score in the system.

In order to identify winner, you have to click "**evaluation**" button and move to the "**evaluation**" page, the example is shown on the picture below.
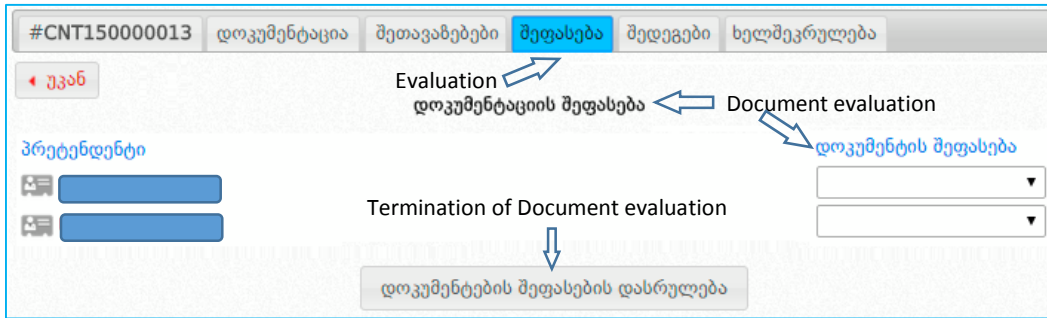
After moving to the "**evaluation**" page, from the drop-down menu "**document evaluation**" (along with each organization) you have to assign relevant status along each field, as displayed on the picture below.
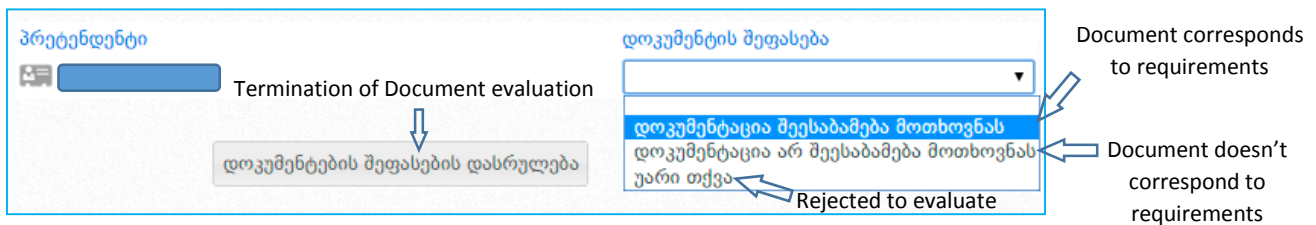
After filling in "**document evaluation**" in the drop-down menu you are enabled to move on quality evaluation. Moving on quality evaluation is conducted by clicking "**termination of document evaluation**" button. Afterwards will be displayed quality evaluation fields, the same as on the picture below.
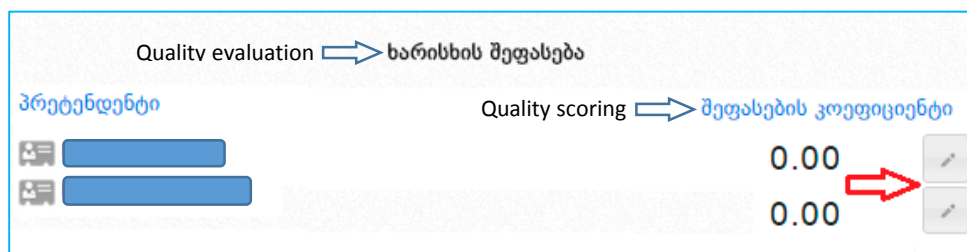
After clicking ✎ button, on the screen will be displayed the window for the indication of quality ratio, resulted from evaluation of quality scoring.
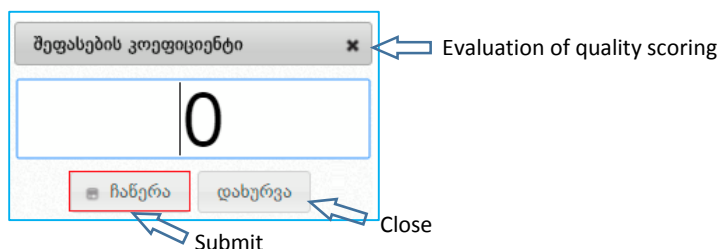
Within each field of ratio evaluation you should write the resulted evaluation ratio of relevant bidder, which is obtained by calculating of quality total score matrix in Excel file. After the termination of indication of evaluation ratio, filled in uploading field for total quality scoring calculation matrix will be opened automatically, as shown on the picture below.

Afterwards you have to mark "**read**" field and click "**choose file**" button which enables to mark filled in total scoring calculation matrix stored at your computer in XLS or XLSX format and by clicking "**attach**" button upload the mentioned file.

Remember!

After uploading filled in total scoring calculation matrix, you are not able to conduct any activity, except for uploading relevant minutes of the design contest commission and total score aggregation with price.

After uploading filled in total scoring calculation matrix it is compulsory to upload design contest commission relevant minutes on the "**results**" field. Upon uploading the minute will be displayed "**quality total scoring aggregation with price**" button, as shown on the picture below. By clicking the button system will automatically aggregate total scoring and design contest bid prices obtained from bidders. The design contest notice will be assigned "**winner identified**" status automatically by the system. After aggregation and winner identification, evaluation page will look like the picture below:

After assigning "**winner identified**" status to design contest notice, the offer page will be changed too and if before the mentioned status, design contest bid price was not accessible and only bidders could access the amounts offered by them, the mentioned status enables any interested party to access each offered bid. Besides amount, via the results page system assigned aggregated score of each bidder will be accessible and results page will look like the picture below:

7.4. Contract not awarded

If at least one bid (the tender documentation and bid price, which is submitted by using system field, allocated for these purposes) was submitted in an e-procurement and all the bidders were disqualified by the Procuring Entity the System allows for assigning only "**Contract not Awarded**" status.

In this case you click the "**apply**" button, as shown above and the System will automatically assign the final "Contract not Awarded" status to the e-procurement and the procurement having this status will look like the picture, given below.

7.5. Contract finalization

After assigning the "**Winner Identified**" status to the e-procurement, the System will not allow you to change the status of the e-procurement concerned, unless you have uploaded the minutes of Commission and the other relevant document/documents (if there are such). An example of attachment of a document is given on the picture below. Then you select the file and upload the minutes of Commission by pressing "Attach" button.

After uploading the minutes of Tender/Design contest Commission and the other relevant document/documents (if there are such), the System will automatically assign one of the two possible statuses:

a) "**Finalization of Contract**" - Until there is at least one active (not disqualified) bidder the System allows for assigning only the "**Finalization of Contract**" status.

The tender having this status will look like the picture, given below.

b) "**Contract not Awarded**" – if all the bidders participating in the procurement were disqualified. After uploading the minutes of Commission and the other relevant document/documents (if there are such), the System allows for assigning only the "**Contract not Awarded**" status.

The procurement having this status will look like the picture, given below:

Before uploading contract and assigning status "**contract awarded**" a procuring entity is obliged to add classifier description in case of procurement of goods in the "**results**" field. By clicking "**add**" button the widow like the one below will be displayed:

- **Classifier** – after visiting mentioned field, will be displayed CPV code and classifier divisions with corresponding specific objects;
- **Country of origin** – in this field should be indicated a country where the mentioned product is produced;
- **Production Company** – in this field should be indicated the name of the production company (for example: NOKIA);
- **Model** – In this field indicate the model of the object to be procured (for example E 72);
- **Specification** – in this field must be indicated the definition of specific peculiarities. Filling in specification field is not obligatory;
- **Key words** – in this field should be indicated the definition that is different from procurement object, more comfortable for search or/and more widespread (for example mobile phone, telephone and so forth). Filling in key word field is not obligatory;
- **Quantity** – in this field must be indicated the quantity of the procurement objects;
- **Unit value** – in this field must be indicated unit value and currency of the procurement object;
- **Total value** – after the quantity and unit value of procurement objects are specified, in the appropriate field will be automatically written down the total value of procurement.

Attention!

Filling in classifier field via unified electronic system of state procurement is obligatory In case of procurement of goods conducted with simplified electronic tender and electronic tender. The reflection of given information is the right and responsibility of procuring entity. Correspondingly, please indicate the information attentively, that means indication of whole data about goods to be supplied and not symbols (for example: - / ? ; and so forth).

7.6. Contract Awarded

"**Contract awarded**" status is one of the last status of e-tender. This status can be assigned to the procurement as easily and comfortable as any other statuses.

Attention!

After assigning status "**contract finalization**", it is forbidden to award contract, upload it in the system, and assign e-procurement "**contract finalization**" status for the duration of 3 business days, in case of Design Contest - 10 business days.

After assigning "**Contract Finalization**" status to a specific e-procurement in full compliance with the above-described procedure, the System will allow you to assign "**Contract Awarded**" status thereto with the help of the window, like the one, given below.


1. The System will automatically enter the winner bidder in "**Winner**" field;

Remember! A bidder can be disqualified only by using system buttons, after uploading the respective minutes into the System. Without following the order of these procedures, you will not be able to select/evaluate the next bidder and award the contract thereto.

2. By using the ,,**Browse**" button located next to "**Contract**" field you will select the scanned version of the contract made in compliance with statutory requirements in your computer

3. You enter the Contract number in "**Contract Number**" field;

4. You check the amount in "**Contract Value**" field which amount is automatically generated by the System according to minimal offer of the selected bidder. If the value of the contract made with the mentioned bidder is less than the amount of the latter's minimal offer, the amount generated by the System should be edited and the amount, the contract was made about should be specified;

5. With the help of two calendars you specify the Contract validity period in "**Contract Valid**" field.

After the accomplishment of the procedures described in "1"-"5" paragraphs you will upload the copy of the contract into the System by pressing "Attach" button and the window like the one shown on the below picture will be displayed.
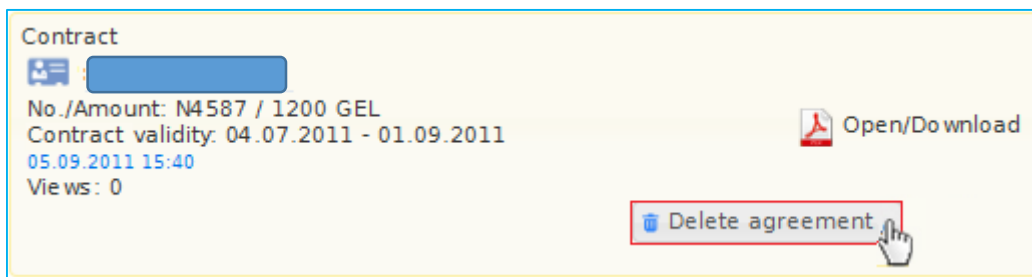
In order to avoid any mistakes the System allows you to delete the Contract and substitute the mistakenly uploaded Contract or/and change the inaccurate data entered into the System about the Contract before assigning "**Contract Awarded**" status to the tender by pressing "**Delete Contract**" button.

Remember!

After assigning the final status "**Contract Awarded**" it will be impossible to substitute the uploaded Contract or/and data entered into the System about the Contract. Due to this reason, before assigning the final status, please, check carefully the Contract or/and accuracy of the data entered into the System about the Contract in order to avoid any mistakes.

After making sure that contract or/and contract related data is indicated correctly into the system, you may click status "**contract awarded**" as shown on the example picture displayed below.
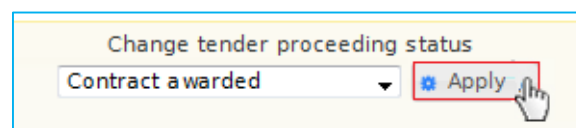
In this case, you click the button "**assign**" after which the system automatically assigns e-tender "**contract awarded**" status, as displayed on the picture above and procurement of mentioned status will look like the one displayed on the below picture.

7.7. Contract amendment

After assigning **"Contract Awarded"** status, the contract is automatically assigned status **"current contract"**. With the mentioned status "contract" button related page will be displayed like the picture below:

"Ongoing contract" - status allows to amend contract and afterword's reflect appropriate amendments in the system. In order to make amendments you have to click **"contract amendment"** button and window like the one below will be displayed on the screen.

1. The System will automatically enter the name of the winner, the Contract is made with, in "**Winner**" field. By using the ,,**browse**" button located next to the "**Contract Amendment**" field you will select the scanned version of the amendment to the contract made in your computer in compliance with statutory requirements;

Remember!

After uploading the "**Contract Amendment**" it will not be subject to editing.

If the amendment is uploaded incorrectly by the Procuring Entity, the SPA shall not bear the responsibility for consequences and any mistake, made due to the negligence of the Procuring Entity will be the sole responsibility of the latter.

2. You enter the Contract number in "**Contract number**" field;

3. You enter the contract value in "**Contract Value**" field

4. With the help of two calendars you specify the Contract validity period in "**Contract Valid**" field

After the accomplishment of the procedures described in "1"-"4" paragraphs you will upload the copy of the contract amendment into the System by clicking "**Attach**" button and the window like the one shown on the below picture will be displayed.

7.8. Correcting mistakes through the contract

If, while uploading contract, any mistake occurs in the systemic data of contract, you are able to change contract data instead of contract, except - contract documentation. Correcting contract mistake is possible by clicking "**correcting contract mistake**" button like on the picture displayed on the screen below.
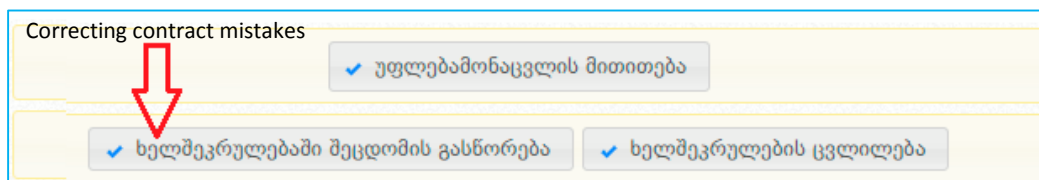
Upon uploading contract, system automatically generates data indicated by you and enables to edit any field except the one of winner organization. After editing necessary field/fields and clicking "**making amendments**" button all the amendments, through the contract data, will be accepted. Amended contract data will be reflected in the system like the picture displayed below:

Correcting contract mistakes ⟹ ხელშეკრულებაში შეცდომის გასწორება

ცვლილება 1
ნომერი/თანხა: N451 / 20021 ლარი
ხელშეკრულება ძალაშია: 07.05.2015 - 31.05.2015
01.06.2015 22:37

Remember!

After correcting mistake through the contract and accepting, it cannot be edited anymore. If the amendment is uploaded incorrectly by the Procuring Entity, the SPA shall not bear the responsibility for consequences and any mistake, made due to the negligence of the Procuring Entity will be the sole responsibility of the latter.

7.9. Indicating Successor

If, in the process of ongoing contract, winning company merges with the other institution and contract has a successor, procuring entity is enabled to reflect appropriate information into the system. To this end, move to contract page, and by clicking "**successor indication**" button, a successor can be indicated:

Successor indication

✔ უფლებამონაცვლის მითითება

✔ ხელშეკრულებაში შეცდომის გასწორება   ✔ ხელშეკრულების ცვლილება

Search in the successor field is conducting by typing appropriate name in the respective field. By indicating the name, system automatically searches for the mentioned organization between the list of registered suppliers and provides the list of organizations, the example of successor list is displayed on the picture below:

Submit   Cancel

▽ უფლებამონაცვლე ორგანიზაცია

სწრა   🔍   📄 ჩაწერა   ⊘ გაუქმება

თბილისის სასწრაფო სამედიცინო დახმარების ცენტრი
სასწრაფო დახმარება
შპს საქართველოს სწრაფი ჯგუფი   ში შეცდომის გასწორება   ✔ ხელშეკრულების ცვლილება

After searching and indicating appropriate organization, by clicking "enter" button you specify successor in the system. Under the indicated winner organization, in the contract field, appropriate note will be placed, as displayed below:
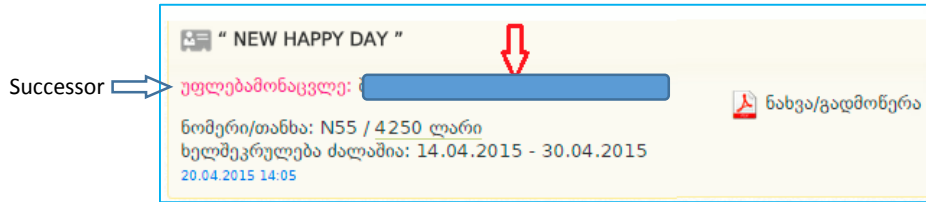
7.10. Contract progress

In order to assign final status to the contract, it is compulsory to upload corresponding documentation. The example of documentation upload is displayed below:
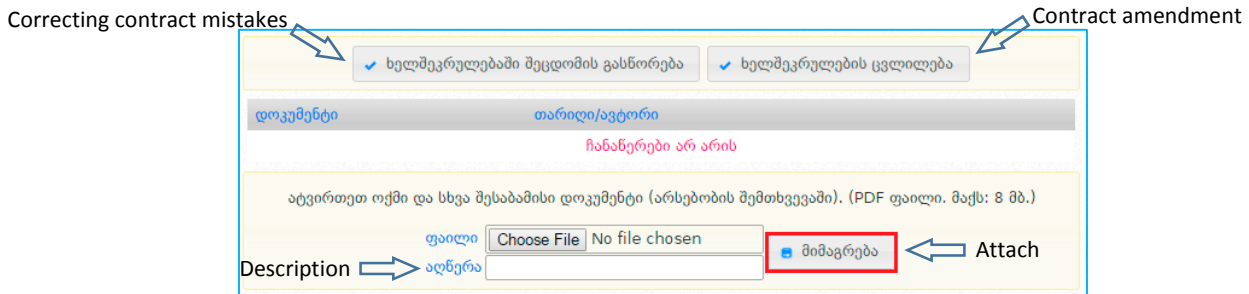
Within uploading documentation, marking fields of possible contract status, like the one below, will be displayed. After marking appropriate status "**apply**" button will be activated, which enables to assign final status to the contract.
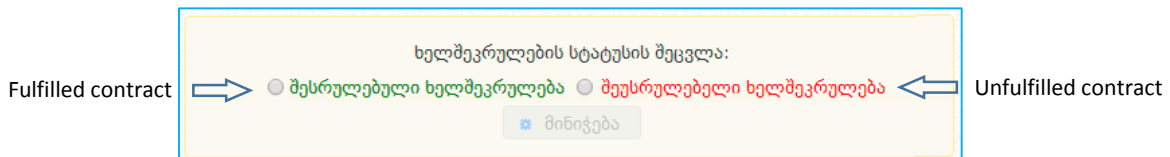
1. In case of assigning "**Fulfilled Contract**" status, "**Contract**" button will look like as following:
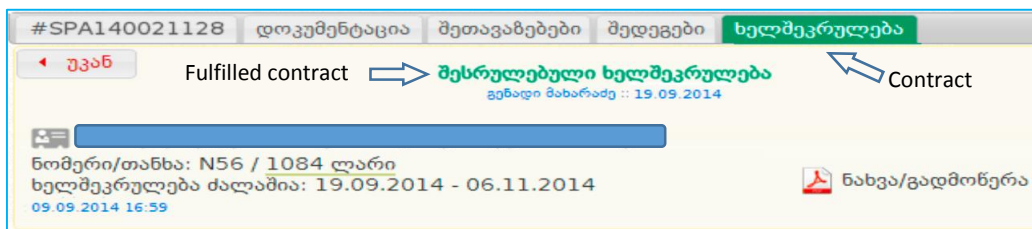
2. In case of assigning "**Unfulfilled Contract**" status, "**Contract**" button will look like as following:

Attention!

Before assigning final status ("**Unfulfilled Contract**" or "**Fulfilled Contract**") to the contract, you have to indicate full information regarding contract payments. Remember, after contract is assigned final status, it is not possible to make any amendments.

Before assigning final status to the contract, a procuring entity must indicate actual payments, by relevant obligatory fields:

- **Year**
- **Quarter**
- **Financing source**
- **Advance payment**
- **Payment date**

Actual payments are indicated on the picture below:

Attention!

All conducted payments via treasury will be reflected automatically in the system, thus manual indication by user is not necessary.

8. Contracts Management Reports (CMR)

In order, a procuring entity, to submit each state procurement related awarded contract and information of the appropriate year (except of e-tender, simplified electronic tender and design contest awarded contracts) via Unified Electronic System module (Contract management Module CMR), a procuring entity must log in and click CMR module.
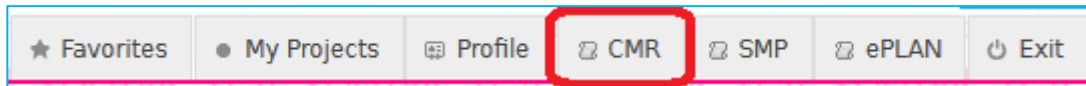
> **Attention!**
>
> All state procurement related copies of contracts or any kind of aligned documents must be uploaded in CMR module (also documents of amendments and termination), except of electronic tender, simplified electronic tender and design contest awarded contracts.
>
> All the data of each specific contract must be uploaded as individual report, which is assigned a unique number (for example CMR110000001) via the system. Each individual report must have enclosed relevant contract or aligned document (in case of contract amendments or termination – an appropriate document).

CMR module and New report registration button is displayed on the picture below.

After a user enters registration module, it must click "**New Report**" button after which the window like the one below will be displayed on the screen.

➢ **Procurement type and purpose**: in this field a user must indicate procurement type and purpose as displayed on the picture below:

Procurement type

Procurement purpose

After identifying procurement type and purpose, a user must fill in the fields:

➢ **Supplier (resident)**

- **ID number (code/ID)** a user should type supplier ID Code (or ID number in case of individual). After submitting ID Code and clicking "**business registry**" button or submitting ID number and clicking "**civil registry**" button will be automatically filled in fields: **name, last name (title)** as displayed on the picture below:

- **Name and last name (title)** in case of search function is not conducted via supplier ID code (or ID number in case of individual) and fields (**name, last name (title)**) are not filled in automatically, supplier has possibility to fill in manually the mentioned field.

➢ **Supplier (nonresident)**
- **State**-within drop-down menu, should be indicated country of origin of an organization (or an individual).
- **ID number (code/ID)-** in this field should be indicated universal code of an organization (or ID number of an individual).
- **Name, last name (title)**- in this field should be indicated the name of organization (or individual).

Attention!

If the supplier's ID code (or ID number) and title/name are indicated incorrectly the SPA shall not bear the responsibility for consequences. Any mistake, made due to the negligence of the Procuring Entity will be the sole responsibility of the latter.

- **Classifier codes** – when registering contract, a procuring entity is obliged to indicate procurement category and classifier CPV code. In "**classifier code**" field user can indicate name of classifier code. After typing at least 3 letters, system automatically enables a user to choose an appropriate procurement object. After clicking "**browse**" button system displays on the screen hierarchical list of classifier codes which will be selected by a user.

Classifier CPV codes and procurement object
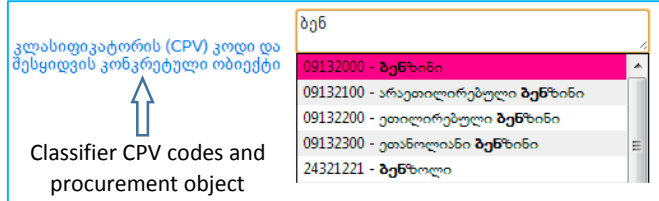
Attention!

Indicating procurement category and classifier CPV codes is mandatory.

- **Contract**
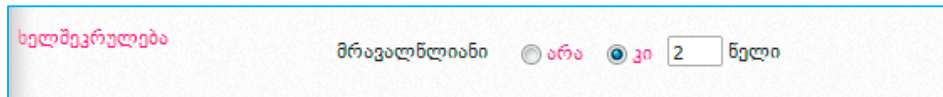

Attention!

System automatically marks the field "**one year**". In case of procurement is for multi-year, a user must mark "**yes**" field and indicate appropriate number of years, as displayed on the picture below:


- **Number** – in this field is indicated contract number that was assigned by a procuring entity and is included within the contract.
- **Contract award date** – in this field is indicated contract award date.
- **Validity date** – in this field is indicated contract validity date by using calendar module
- **Remark** – filling in this field is not mandatory and is filled in just in cases when procuring entity deems expedient to indicate any kind of complimentary information that is not indicated in the additional fields.
- **Amount of money** - in this field must be indicated amount of money contract was awarded for or in case of contract change, appropriate amount of money with corresponding currency. Filling in mentioned field is mandatory and is always different to zero, except the cases of consolidated tenders and those contracts awarded by special rule, where the contract amount is not indicated;
- After filling in all the compulsory fields and clicking "**save**" button a notice is saved as a draft. In order a user to manage registering draft, it must specify additional mandatory information that is not indicated when notice is saved, since contract registration is impossible without it.

  o **Adding actually paid money** – filling in this field is mandatory. If during registration actual payment was not conducted, it is indicated zero (0);

- o **Financing source** – in this field must be indicated corresponding financing source from which contract money is paid. In case of several financing sources is indicated percentage share of each financing source;
- o **Document** – in this field must be uploaded one specific contract or its aligned documents (also document of amendments and termination document). This document must be in PDF format, with max size 8Mb. Number of documents are not limited.

Attention!

In order procuring entity to register contract or its aligned document, it must create draft contract report. Afterwards it should add financing source, actually paid money (if any), attach contract copy (PDF format, max size 8MB) and register it.

Buttons located on the above side of the draft report:
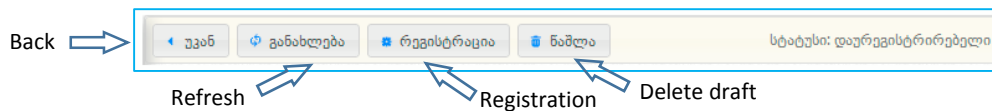
- **Back** button returns user to the main page;
- **Refresh** button refreshes the page;
- **Registration** button registers a notice;
- **Delete draft** button deletes unregistered draft;

In case of joint procurement (when one or more participant conducts procurement) it is possible to add appropriate procuring entities by indicating their share.

Attention!

A procuring entity is added just in case of joint procurement.

Draft report and registered report form is displayed on the picture below:

CMR140000088 eng_გამარტივებული შესყიდვა

Procuring entities:

Supplier:

eng_ერთწლიანი Agreement (Ongoing contract)

15500000 - Dairy products

Amount: 4`500.00 GEL

eng_რეგისტრაციის თარიღი
26.12.2014 18:32

CMR140000087 eng_გამარტივებული შესყიდვა

Procuring entities:

Supplier:

eng_ერთწლიანი Agreement (Ongoing contract)

15500000 - Dairy products

Amount: 520.00 GEL

eng_რეგისტრაციის თარიღი
23.12.2014 09:37

Attention!

Please pay attention to the sign ⚠ სტატუსი: დაურეგისტრირებელი on the upper right side of the screen. This sign indicates to the mistakes made by a user. After clicking this sign will be displayed mistake description on the upper left side of the screen.

---

9. Module of Electronic Plan (ePLAN)

In order a procuring entity to submit ePLAN via Unified Electronic system module within the period stipulated by the law, user logs in and by clicking button ☑ ePLAN enters ePLAN module. For the submission of new annual plan click "new ePLAN" button and follow the instruction displayed below.

- **Fiscal year** – in this field you have to select corresponding fiscal year;

- **Single year/multiyear** – in this field a procuring entity must indicate whether procurement is for single or multiyear;

- **Procurement dates** – procurement date undermines in which quarter procurement should be conducted;

- **Classifier (CPV) code and specific procurement object** – in this field a----------- procuring entity must select corresponding CPV code of a procurement object;

- **Estimated value**- in this field a procuring entity must indicate procurement object average value;

- **Financing source** – in this field a procuring entity must mark financing source of procurement object as shown on the window below;
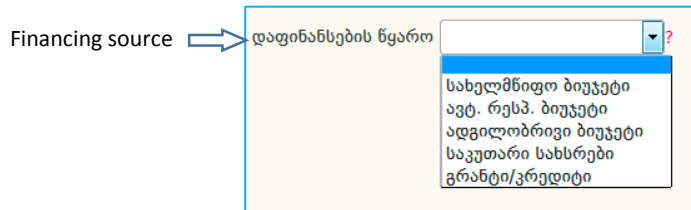
- **Means of procurement** – in this field procuring entity must mark procurement means of planned procurement object (see the picture below).
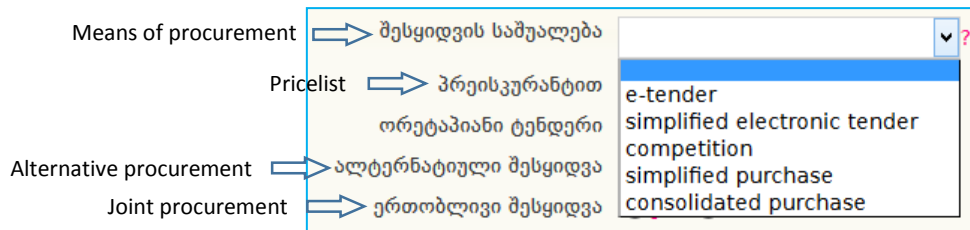
- **Pricelist** – in this field a procuring entity selects tender type – with or without pricelist;

- **Alternative procurement** – in case of activation of this field a procuring entity is enabled to conduct alternative procurement of communication service from the different supplier;

- **Joint procurement** –if procurement must be conducted jointly by several procuring entities, it can mark joint procurement field in ePLAN module.

Attention!

Agreement of procuring entities for the conduct of joint state procurement is awarded in written form, which is signed by the head of appropriate procurement entities or duly authorized persons.

Registered users may easily search annual procurement plan by using ePLAN module. Also system enables users to export ePLAN notes into excel file.

10. E-tenders financed by donor

In scope of user's guide, electronic procedure of procurement financed by donors is divided in three steps: **first step** – announcement of DEP procurement by the procuring entity, **second step** – supplier's participation in procurement, **third step** – awarding contract.

10.1 First step – announcing DEP procurement

In order to announce new DEP procurement, procuring entity as a system-registered user, must log in with its own username and password. After user is logged in, on the screen will be displayed window like the one below:
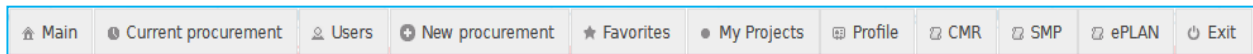
In order to announce procurement, you have to click "**New Procurement**" button, afterwards on the screen will be displayed the window like the one below.
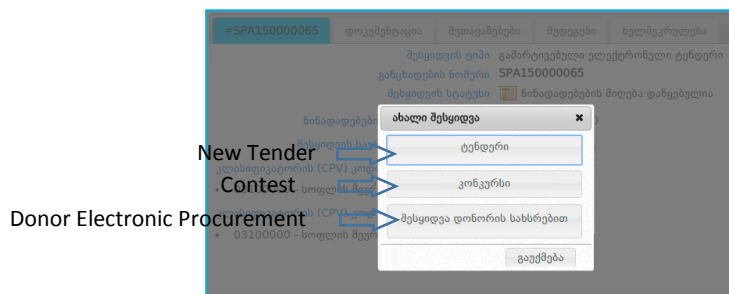
First of all, you should click "**Donor Electronic Procurement**" button as shown on the picture below.
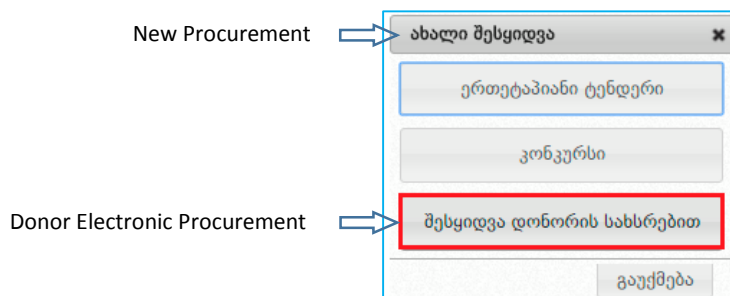
After identifying tender type, window like the one below will be displayed:

- **Donor** – (In this field should be indicated-World Bank);
- **Classifier codes** – you may indicate the name of classifier code in text field by yourself. After typing at least 3 letters, system automatically enables to select procurement object as shown on the window above. By clicking "browse" button system displays on the screen hierarchical list of classifier codes and you choose the needed one:

Attention!

When announcing tender, it is mandatory to select most detailed CPV code of procuring object. In case of possibility, higher hierarchical category must be selected, as for the title of specific tender category, it must be indicated in "**additional information**" field.

- **Additional information**;
- **Procurement quantity or volume;**
- **Data of Supply;**
- **Bid submission data** (mentioned field automatically counts possible minimal data of bid submission according to procurement type);
- **Financing** – in mentioned should be indicated years for procurement funds;
- **Procurement estimated value** – (value must be submitted in GEL);
- **Bid must be submitted** (in this field is indicated whether bid must be submitted including or excluding VAT);

After filling in above-mentioned field, in order to save information regarding procurement notice, you should click "**save**" button, otherwise "**cancel**" button.

By clicking "**save**" button, notice related information will be automatically posted in the list of notice drafts, which is accessible by clicking "my drafts" button. On the screen will be displayed the picture like the one below.

By the help of notice draft field system enables you to make amendments by clicking "**edit**" button, print by clicking "print" button or totally delete from the system by clicking "**draft delete**" button.

In case if you want your elaborated draft notice to be as a typical notice, you have to click "**documentation**" button and the window like the one below will be displayed on the screen.

Afterwards you have to click "**Browse**" button that enables to mark procurement documentation stored in PDF format. Then, indicate briefly the content of document in "**description**" field and upload it by clicking "upload" button.

Attention!

Any document uploaded in the system must be in PDF, XLS or XLSX format, max size must not exceed 8mb.

After finishing upper mentioned procedure, system is accessed by the privileged supplier of the appropriate organization who is entitled to make consent at the procurement notice registration by clicking „**registration consent**" button. If registration consent is not given by the privileged person a procuring entity is not entitled to register mentioned notice.

After giving a consent to the registration, you should return to procurement notice field and click "**registration**" button, after which system assigns a unique number to the notice and status "**announced**" that enables all the interested parties to see e-tender procedure notices announced by Donors. And submit bids pursuant to the Rule.

Remember!

It is possible to suspend the tender announced by you at any time, if grounded, except cases when procurement status is "**contract awarded**".

In case of status "**announced**", a procuring entity is entitled to edit notice. Unlike of draft notice, when a procuring entity could delete the document, in case of registered notice, it is entitled only to abolish document and upload a new one.
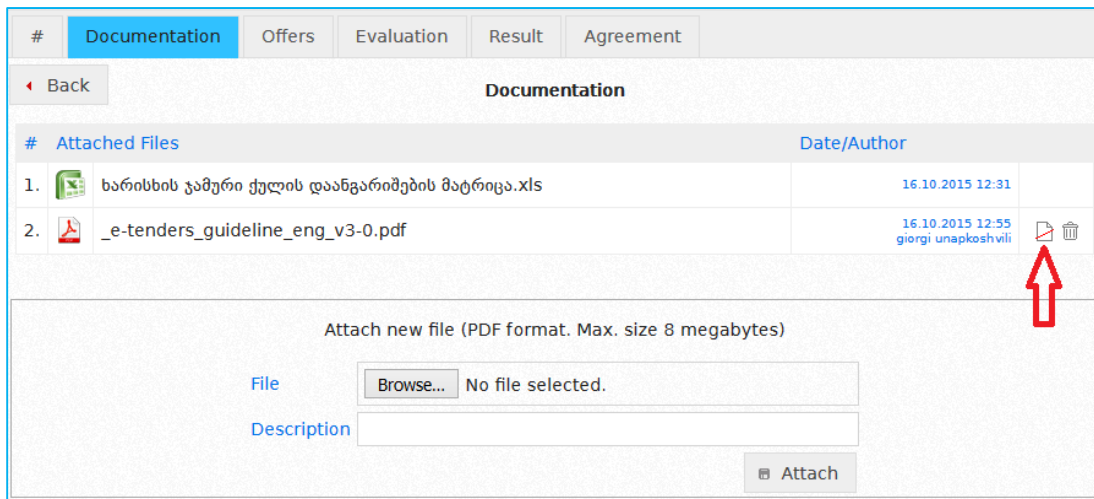
After abolishing document, a procuring entity browses new file and by clicking "attach" button upload new document.

Abolished document is accessible for any supplier and it's possible to open and read it as any other active document. The example of abolished document is displayed on the picture below.

11. Supplier's participation (DEP tender)

In order to participate in DEP tender system registered user must log in with its own username and password. After accessing system, will be displayed the window like the one shown below with the following functional buttons:

- **Main** – by clicking this button you can return to the main page at any time (initial working window);
- **Current Procurement** – by clicking this button you will see the list of procurement, where bid submission deadline will be expired within the current day or has already expired;
- **Users** – by clicking this button you are enabled to conduct search about any system registered user (procurer, supplier, bidder, blacklisted subjects);
- **Favorite** – by clicking the mentioned button you will see the list of procurement that is marked as favorite;
- **Profile** – by clicking this button on the screen will be displayed the information about user that was submitted by the user itself (name, ID Code and so forth). By "**edit**" button you are enabled to refresh information at any convenient time.
- **CMR (Contract management report)**;
- **ePLAN (Module of Electronic Plan)** – by clicking this button, on the screen will be displayed annual plan, which a procuring entity submits via the system within the timeframes envisaged by the legislations. Procuring entity indicates procuring category, procuring dates, procuring means, estimated value and so forth;

> Attention!
>
> Any kind of modification performed within the profile must be urgently reflected in the system.

- • **Exit** – by clicking this button you will exit the system. For the security purposes of your organizations data, it is mandatory to click the "**exit**" button.

  In order to participate in **DEP** procurement a supplier should search for an acceptable notice. After choosing specific procurement notice, on the screen will be displayed the window like the one below.

By clicking "**Notice History**" button user will see history of particular notice, specifically-who and when edited notice. Also, you will see detailed information about modified fields. Button "**print**" enables to print relevant information, and by clicking "**Chronology**" button you will see all the modified data of announced procurement and status proceeding.

By clicking this ☆ Add to favorites button, you add notice to the favorites.

For familiarizing with **DEP** documentation, you have to click in the same notice "**documentation**" button and the window like the one below will be displayed on the screen.

By clicking the relevant document, it will be opened in (PDF, XLS or XLSX) format.

11.1. Bid amount (DEP procurement)

In order to submit bid within a specific **DEP** procurement, you have to click "**offer** " button in the main window of the relevant notice, by entering offer's page you have to pay "**bid submission fee**" via the bank plastic card. To this end, you choose one of the banks from the drop-down menu.

Attention!

Online payment is possible via any plastic card issued by the bank that is assigned a web payment function within its issuance.

By clicking payment button you will be addressed to the web payment page of bank.

After addressing web payment page on the screen will be displayed relevant form of payment that is placed on the picture below.

In order to perform operation you have to fill in 16 digit number (without using dash and space), you indicate validity date that is printed on the front side of the card and finally you type "**CVC2**" three digit security code, that is typed on the back side of the card. After filling in compulsory fields you have to click the "**next**" button and the window like the one below will be displayed afterwards.

By clicking "**payment** ,the system will automatically withdraw the amount from the card and transfer on the agency account, after performing successful payment you return to the system via "**return**" button. Return example is displayed on the picture below.
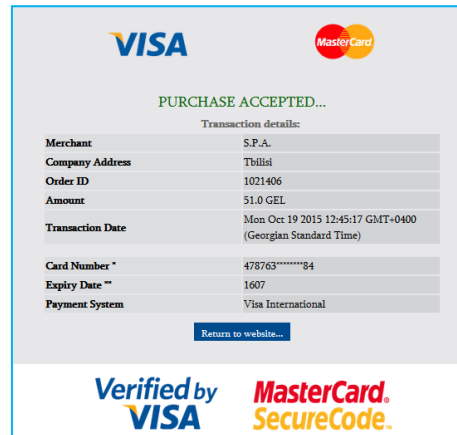
11.2 Uploading technical documentation (DEP procurement)

After paying bid submission fee, you have to upload technical documentation, otherwise system will not enable you to submit a bid.

> Attention!
>
> In order to participate in tender, it is compulsory to upload technical documentation related to the procuring object.
>
> Technical documentation for **DEP** procurement is an information about procuring object and bidder, uploaded in the system by a bidder that is requested based on procuring notice and documentation.

Upon uploading technical documentation and submitting bid submission fee will be displayed the picture like the one below.

By clicking "**Browse**" button you are enabled to choose and mark the technical documentation stored at your computer, by clicking "**attach**" button mentioned information will be uploaded into the system.

After uploading procurement documentation, you are enabled to see uploaded documentation, and in case of mistake you can delete file by clicking the following button. Prior to the submission of bid price you may upload one or several documents. Technical documentation attached by you is applicable only for you, prior the termination of electronic tender. It may be deleted only after bid submission fee is paid and prior bid price submission. For uploading additional documentation it is applicable before bid submission is terminated.

Attention!
Deleting technical documentation is possible only after bid submission fee is paid, prior bid price submission. For uploading additional documentation it is applicable before bid submission is terminated.

Applicability of technical documentation is depended on procuring notice status.

1. Within **Bid submission commenced** status, technical documentation is applicable just for the owning organization;

2. Within the interim status, before awarding contract, technical documentation is available only for owner companies and procuring entities, to whom the relevant procurement notice belongs.

3. Within status contract awarded technical documentation becomes automatically available for all the interested parties, except for the documentation, which was marked by the supplier as confidential.

The example of marked confidential documentation is displayed on the picture below:

After clicking padlock icon, document will became confidential

If you marked documents by mistake as confidential, system enables to abolish mentioned marking by clicking the same button repeatedly.

11.3 Bid price submission (DEP procurement)

After ascertaining that technical documentation is uploaded fully, without mistake, you can easily offer procurement bid price via the help of the window like the one displayed below.

Attention!

"Please Submit bid price including 'VAT". It includes only VAT payer suppliers.

Along with field "**amount**" indicate price offered by you.

Attention!

It is inadmissible to type comma, space or any other symbol, except number, otherwise bid will not be accepted.

If you type any symbol different from number in the offer field, the field will look like as following:

Afterwards click "**offer**" button , and on the screen will be displayed the window like the one below, by clicking "**yes**" button you certify the accuracy of bid price, otherwise you have to click "**no**" button.

Offered Amount **40.00**

Supply ⟹ მონწდება: **4** Day

Submit Offer?

Yes   No

> **Attention!**
>
> Finally submitted amount into the bid field prevails the amount indicated in the technical documentation (estimate).

After declaring bid price, your offer will be displayed in the main field of offers, as displayed below. During the prime time, identity and quantity of other bidders, also the offers submitted by them (if any) is not accessible, and list of bidders will be displayed only after bidding is complete.

Bidder	Last Offer Amount/Date	First Offer Amount/Date	Offers
	40.00 4 Day 19.10.2015 16:13	45.00 5 Day 19.10.2015 15:23	[2] View

> **Attention!**
>
> Within submission of procurement bid, you can only see the amount offered by you, as for the personality of other bidders, it is anonymous, while technical documentation and proposal is not accessible. After bid submission deadline is complete, the offered price of bidders', as well as their identity, becomes accessible for all the procuring entities.

You are entitled to terminate submitted bid prior to the deadline by rejecting it. Please click the "**Cancel submitted proposal**" button as displayed on the picture below.

3 Days	21 Hours	55 Minutes	53 Seconds

Prime time

↻ Refresh   ▾ Payments   ▾ Tech. Documentation

Procurement estimated price: 5`466

Supply Period: ხელშეკრულების გაფორმებიდან არაუგვიანეს ორი თვისა

🗑 Withdraw bid

After bid submission deadline is complete, when a procuring entity identifies a winner, a supplier is obliged to upload relevant documentation upon request. Documentation uploaded by supplier varies from the documentation uploaded by procuring entity with red color.

		დოკუმენტი	თარიღი/ავტორი
1.		SPA130013014_ოქმი #2, დასკვნა.pdf	19.06.2013 16:00 :: ეკა ირემაძე
2.		SPA130013014_ხელწერილი ინტერესთა კონფლიქტის არარსებობის შესახებ.pdf	19.06.2013 16:00 :: ეკა ირემაძე
3.		SPA130013014_წერილი დაბზსტებაზე.pdf	19.06.2013 16:00 :: ეკა ირემაძე
4.		SPA130013014_წერილი დაბზსტება.pdf	19.06.2013 16:59 :: ირაკლი გულიაშვილი
5.		SPA130013014_დაბზსტებული დანართი N2.pdf	19.06.2013 16:59 :: ირაკლი გულიაშვილი

ატვირთეთ ოქმი და სხვა შესაბამისი დოკუმენტი (არსებობის შემთხვევაში). (PDF ფაილი. მაქს: 8 მბ.)

ფაილი [Choose File] No file chosen [მიმაგრება] ← Attach

Description → აღწერა [   ]

12. Results (DEP procurement)

After bid submission is complete in a specific DEP procurement, you as a procuring entity are enabled to identify winning bidder in compliance with the rules of DEP procurement.

You have to enter DEP procurement announced by you, as bid submission is complete, click "**results**" button. After clicking the button, on the screen will be displayed the window like the one below, where you have to upload all the procurement related minutes of sittings of the commission and all the rest documents concerning this procurement.

"**Browse**" button enables to select and mark documents stored at your computer. Indicate in the "**description**" field brief content of the document and by clicking "**attach**" button upload it in the system.

Remember!

Minutes of the commission sittings' must be uploaded into the system as soon as they are signed.

12.1 Selection/Evaluation (DEP procurement)

After uploading into the system minute/minutes of the sittings of tender commission and all the rest document/documents (if any), system automatically assigns DEP procurement status "**selection/evaluation**" that will look like the other DEP procurement statuses.

Donor electronic procurement procedure
Tender Registration Number: **DEP150000018**
Tender announcement date: 06.08.2015
Offer reception term: 20.08.2015
Procuring entities:
Procuring category: 45200000-Works for complete or part construction and civil engineering work
Estimated value of procurement: **103`513.00** GEL

Selection/Evaluation
Bidders - 1

12.2 Winner identified (DEP procurement)

If at least one bid is submitted through DEP procurement (technical documentation and bid price that are submitted via the system field) and bidder is not disqualified by the procuring entity, system enables to assign only "**winner identified**" status.

შესყიდვის სტატუსის შეცვლა: ▼ ⚙ მინიჭება ⇐ Apply

Winner identified ⟹ გამარჯვებული გამოვლენილია

In this case, you should click "**apply**" button as on the picture above, which enables system to automatically assign "**winner identified**" status to the DEP procurement and it will look like the picture displayed below.

Donor electronic procurement procedure
Tender Registration Number: **DEP140000007**
Tender announcement date: 07.11.2014
Offer reception term: 08.12.2014
Procuring entities:
Procuring category: 45200000-Works for complete or part construction and civil engineering work
Estimated value of procurement: **1`121`998.00** GEL

Contract awarded
Bidders - 1

Attention!

Status "**winner identified**" is the transitional status of procurement and not the final one.

12.3 No bids received (DEP procurement)

If no bid was submitted within DEP procurement, system automatically assigns "**No Bids Received**" final status to DEP procurement and it will look like the picture below.

Donor electronic procurement procedure
Tender Registration Number: **DEP150000013**
Tender announcement date: 08.07.2015
Offer reception term: 23.07.2015
Procuring entities:
Procuring category: 45200000-Works for complete or part construction and civil engineering work
Estimated value of procurement: **32`571.00** GEL

No bids received

12.4 Contract not awarded (DEP procurement)

If at least one bid is submitted through DEP procurement (technical documentation and bid price that is submitted via the system field) and all bidders are disqualified by the procuring entity, system assigns only the status "**Contract Not Awarded**".

შესყიდვის სტატუსის შეცვლა: ⚙ მინიჭება ⟵ Apply

Contract not awarded ⟹ დასრულებულია უარყოფითი შედეგით

In this case, you click "**apply**" button, as show on the picture that enables system to assign automatically "**Contract Not Awarded**" final status. Procurement with mentioned status will be like the one below.

Donor electronic procurement procedure
Tender Registration Number: **DEP140000006**
Tender announcement date: 05.11.2014
Offer reception term: 09.12.2014
Procuring entities:
Procuring category: 45400000-Building completion work
Estimated value of procurement: **2`041`742.00** GEL

Contract not awarded
Bidders - 1

12.5 contract awarded (DEP procurement)

"**Contract awarded**" is one of the final status of DEP procurement. Mentioned status is assigned in the system easily and comfortably as within the cases of other statuses. After assigning "**finalization of contract**" status to a specific DEP procurement, pursuant to the rule, system enables to assign status "**contract awarded**" like on the picture below.

#DEP140000037 . | დოკუმენტაცია | შეთავაზებები | შედეგები | **ხელშეკრულება**

◂ უკან

ხელშეკრულების მიმაგრება ← Contract

Winner ⟹ გამარჯვებული — SATESTO55 ▼
⟹ ხელშეკრულება — Choose File | No file chosen
Contract ⟹ ხელშეკრულების ნომერი
Contract number ⟹ ხელშეკრულების თანხა — 6152 | 00 | ლარი ▼
Contract price ⟹ ხელშეკრულება ძალაშია
Contract valid ⟹ 🖫 მიმაგრება ⟸ Attach

94

Along the field "**winner**" system automatically announces winning bidder;

Along the field "**contract**" by clicking "Browse" button you can mark scanned awarded contracts envisaged by the legislation.

Along with the field "**contract number**" you should type contract number.

13 . Keyboard switch over

You may switch shift from Georgian to Latin or vice versa. This function is conducted by using ~ this symbol, as displayed on the picture below.