

## Instructions to Apply for E-Tender

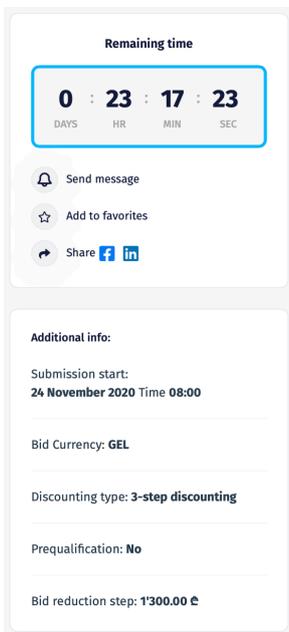
In order to apply for E-Tender, company needs to be registered on procurement web-page [www.tenders.ge](http://www.tenders.ge)

E-Tender consists of 5 informational tabs.

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

### 1. Description

In the description tab you can find short information about the tender content and requirements. Full tender documentation can be downloaded from the attached files at the bottom of the announcement text.



On the right side of the page you can view the counter that shows deadline of submitting the offer for the current tender.

Additional information shows:

- Bid submission start time;
- Bid Currency
- Discounting Type: No Discounting, 3 Step Discounting, Reverse/Forward Discounting;
- Prequalification option;
- Bid reduction Step (If discounting is enabled).
- Max/Min Bid Amount (If required)

## 2. Questions

In the following tab companies have possibility to ask questions directly to the procurer representative and receive the answer in the system. In order to use the following tab, user needs to be signed in. Questions asked by the company as well as the received answers are visible for all users, however the author of the question is hidden even for the procurer.

## 3. Proposal

From proposal tab companies can apply for the e-tender.

### Sign In

[Recover](#)

Remember me

**Login**

Don't have an account yet? [Sign up](#)

In order to apply for the tender, user should be signed in. In case your company is not registered on our web-page, please proceed with **“Sign Up”** button.

Description Questions **Proposal**

Participation Fee

**20₾**

**Make Payment**

Payment can be made by Visa/Mastercard cards issued by any bank.

After signing in, you will be directed to payment page. Applying to e-tender costs 20 Georgian Lari. For making payment, press **“Make Payment”**. Please note that some e-tenders are free to participate it.

Description Questions **Proposal**

Payment has been completed successfully! Please submit bid proposal!

**Proposal documents**

**File upload**

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

Navigation: Description Questions **Proposal**

### Proposal documents

Description	Type	Size	
Proposal	pdf	824.44 kB	<a href="#">download</a>
Technical Documentation	pdf	201.28 kB	<a href="#">download</a>

[File upload](#)

### Proposal Price

Submit your price

Price  [Save](#)

\*Please indicate your bid price. In case bid price is left blank, your tender documentation will not be visible to the procurement organization. Please also note, that uploading/editing of the proposal documents will not be possible after submission of bid price.

### Proposal Price

Participant	Proposal	Update
Company A	15'000.00 €	25-Nov-2020 19:00

Price  [Save](#)

Maximum amount: 14'999.99 €

### Proposal documents

Description	Type	Size	
Proposal	pdf	824.44 kB	<a href="#">download</a>
Technical Documentation	pdf	201.28 kB	<a href="#">download</a>

In each tender participant is required to upload minimum one document.

In case you want to delete uploaded file, press button "X".

After uploading all the required documents, you can indicate the bid price and press "Save".

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

After saving the initial price, your bidding documents are successfully stored in the system. In case of willing to reduce the price before tender deadline, you can indicate the new price and press "Save".

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



**E P T6969 - Procurement of diesel generating sets**  
Tenders.ge LLC

**Proposal documents**

Description	Type	Size	
სატენდერო წინადადება	png	23.12 kB	<a href="#">download</a>

[File upload](#)

In case the tender is announced with the price list, bidder will have to fill in the price list after uploading all the required documents.

**Initial Bid Price**

[Fill price list](#)

\* Please fill in the price list. In case price list is left blank, your tender documentation will not be visible to the procurement organization. Please also note, that uploading/editing of the proposal documents will not be possible after submission of bid price.

Bidder should fill in only unit prices and press the button “Save”.

**Price List**

#	Description	Unit	Quantity	Unit price	Total price
1	დიზელ გენერატორი 500 კვა	Piece	1.00	€	0.00 €
2	დიზელ გენერატორი 160 კვა	Piece	1.00	€	0.00 €
3	დიზელ გენერატორი 50 კვა	Piece	1.00	€	0.00 €
				<b>Sum:</b>	0.00 €

Bids must be submitted for all items

[Save](#)

There are 2 types of price list: Open and Closed.

- In case of closed price list, bidder is required to fill in prices for all items.
- In case of open price list, bidder is allowed to make proposal for the desired items.

**Proposal Price**

Participant	Proposal	Update
Company C	367'000.00 €	28-Apr-2021 11:07

[Edit price list](#)

Bidder may edit proposed prices before tender deadline.

## 5. Results

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

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

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

#	Participant	Proposal	Time	Documents
1	Company A	16'000.00 ₪	23-Sep-2020 16:36	
2	Company C	19'000.00 ₪	23-Sep-2020 13:16	
3	Company B	21'000.00 ₪	23-Sept-2020 10:41	

## 6. Clarifications

After the tender deadline has passed, clarification tab is enabled. During the evaluation period procurer and supplier can communicate using clarifications tab, so all the exchanged files and information are stored in the system.

Clarification statuses:

- Received – Clarification request has been received from procurer;
- Sent – Supplier has replied to clarification request.
- Closed – Clarification chat is closed by the procurer.

Participant	Proposal	Status
Company C	19'000.00 ₪	Sent

25-Nov 19:28: Please upload the quality certificate of the offered goods.

25-Nov 19:29: Please kindly review the certificate attached. Certificate

Enter message... Send

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