

SIGN IN TO BID: ANTICIPATED REVERSE AUCTIONS



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The company that wants to sign in to bid (a bidder, a supplier, a participant) has, first at all, to register itself on the web page (»**Registration**«). Following successful registration a bidder has to sign in to the web page (»**Log in**«) entering the user name (e-mail address) and the password, the latter a bidder selects itself. Not registered bidders cannot sign in to bid but can review tenders.

1. Tender overview

The company that wants to sign in to tender (a bidder) is reviewing the tenders in the menu bar »**Tenders**«, in the section »**Anticipated reverse auctions: Sign in to bid**«. To sign in to the tenders advertised in the section »**Reverse auctions in progress: Bidding**« is not possible any more.

Anticipated Reverse Auction: Sign in to bid

TENDER NO.	AUCTION STARTING DATE	TIME LEFT TO SIGN IN	THE LOWEST BID AT PRESENT	CURRENCY	ITEM
WP/2013/be8ff	4/17/2013 12:00:00 PM	6d 2h 54m 27s	99,997.00	Euro	Calculating disks
WP/2013/f84e4	4/18/2013 12:00:00 PM	7d 2h 54m 27s	100,000.00	Euro	Fire extinguishing compositions
WP/2013/c65d0	4/21/2013 12:00:00 PM	10d 2h 54m 27s	120,000.00	Euro	Collodion "
WP/2013/415f3	4/22/2013 12:00:00 PM	11d 2h 54m 27s	100,000.00	Euro	Hot plates
WP/2013/d545c	4/23/2013 12:00:00 PM	12d 2h 54m 27s	1,000,000.00	Euro	Charcoal pencils
WP/2013/cdc27	4/23/2013 12:00:00 PM	12d 2h 54m 27s	100,900.00	Euro	Theatre productions
WP/2013/16dac	4/23/2013 12:00:00 PM	12d 2h 54m 27s	1,000.00	Euro	Engine-decarbonising chemicals
WP/2013/f0b5b	4/23/2013 12:00:00 PM	12d 2h 54m 27s	109,900.00	Euro	Glazing apparatus for photographic...
WP/2013/096cb	4/24/2013 12:00:00 PM	13d 2h 54m 27s	37,800.00	Euro	Skating rinks [structures of...
WP/2013/49d1a	4/24/2013 12:00:00 PM	13d 2h 54m 27s	120,000.00	Euro	Embossers [hand tools]

Clicking the tender number in the menu bar »**Tenders**« in the section »**Anticipated reverse auctions: Sign in to bid**« opens the section where the subject of the tender is displayed. At present the language of the tender can be Slovene or English. When a bidder receives by e-mail an invitation to tender, there is direct web link to the subject matter of the tender.

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Anticipated Reverse Auction: Sign In to Bid

TENDER NO.	AUCTION STARTING DATE	TIME LEFT TO SIGN IN	THE LOWEST BID AT PRESENT	CURRENCY	ITEM
WP/2013/207e7	3/19/2013 12:00:00 PM	0d 14h 35m 10s	19,000.00	Euro	Solvents for removing adhesive...
WP/2013/08a11	3/24/2013 12:00:00 PM	5d 14h 35m 10s	10,000,000.00	Euro	Pyrethrum powder
WP/2013/d8ec7	3/24/2013 12:00:00 PM	5d 14h 35m 10s	1,000.00	Euro	Binding agents for making...
WP/2013/e53de	3/27/2013 12:00:00 PM	8d 14h 35m 10s	1,000,000.00	Euro	Distance measuring apparatus
WP/2013/bfa85	3/31/2013 12:00:00 PM	12d 15h 35m 10s	100,000.00	Euro	Scooters [vehicles]
WP/2013/c5912	3/31/2013 12:00:00 PM	12d 15h 35m 10s	190,000.00	Euro	Reservoirs, not of metal...
WP/2013/9075a	3/31/2013 12:00:00 PM	12d 15h 35m 10s	390,000.00	Euro	Holograms
WP/2013/fec03	4/1/2013 12:00:00 PM	13d 15h 35m 10s	100,000.00	Euro	Invalids' hoists
WP/2013/c8c33	4/1/2013 12:00:00 PM	13d 15h 35m 10s	262,500.00	Euro	Damp proofing preparations, except...

OptiProcure 2012,2013

Subject to a buyer's requests a number of sections are opened which a bidder can review. In any case, there are at least two sections displayed, **»Tender's basic data«** and **»Lump sum for entire tender«** or **»Price broken down per items«**. With regard to the buyer's requirements the additional sections **»Tender evidences«**, **»Business data related to the company advertising a tender«**, and **»Requested business data related to the bidding company – Criterion«** can be displayed too.

1.1. Tender's basic data

In the first section **»Tender's basic data«** a bidder is reviewing basic information related to the tender: the tender number that the system uses to run the tender, the form of the requirement that can be **»Lump sum for entire tender«** (requested quantities are exactly determined) or **»Price broken down per items«** (requested quantities are not exactly determined, the price is determined by the measurement unit in accordance with actually supplied quantities), the currency, the kind of goods or services that are the subject matter of the tender (NICE classification).

»Starting price« is the highest price a buyer is willing to pay for an order. **»The lowest bid at present«** is the lowest price offered till present by a bidder (a supplier). When the prices are broken down per items as **»Price broken down per items«** than reflected prices indicate the total of costs per items. **»The lowest bid at present«** i.e. the lowest offered price is the only criterion for the selection of the best bidder.

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Request for Quotation/Invitation to Bid: WP/2013/30916



TENDER'S BASIC DATA



Tender No.	WP/2013/30916
Form of Request	Price Broken Down per Items
Auction Starting Date - Deadline for Signing In (12:00 UTC time)	11/22/2013
Auction Closing Date (12:00 UTC time)	11/26/2013
Currency	Euro
The Lowest Bid at Present	92,837.34
No. of Bidders	2
Goods or Services, Item of the Tender (NICE)	Electrical energy

1.2. Tender evidences

In the section »**Tender evidences**« a bidder is reviewing the samples of the evidences requested by a buyer. A bidder has to submit requested evidences in electronic form (doc., pdf.,...) when signing in to tender. Requested evidences are explicitly related to the tender and not to the company profile. If a bidder does not submit evidences or evidences do not match to the conditions of the tender, the request to sign in to tender is denied.



TENDER EVIDENCES



TYPE OF EVIDENCE	SAMPLE OF EVIDENCE	NO. OF DOCUMENTS
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Guarantee	bank guarantee.doc	1
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1.3. Business data related to the company advertising a tender

In the section »**Business data related to the company advertising a tender**« a bidder is reviewing the business data of the tendering company related to economical, financial, technical or personnel capability.

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In the window »**Data**« there is a short description of the business data (a designation, a period, a unit ...), and in the window »**Info/Values**« the information or the value related to the business data. E.g. the information as »**Revenue/2012/Mio EUR**« and the value »**3**« means that through the year 2012 a buyer had the income of 3 M EUR. For the explanation of the business data in detail it is necessary to examine the tender documentation as well.

BUSINESS DATA RELATED TO THE COMPANY ADVERTISING A TENDER	
DATA	INFO/VALUE
Revenue/2012/Mio EUR	3

1.4. Requested business data related to the bidding company - Criterion

In the section »**Requested business data related to the bidding company - Criterion**« a bidder is reviewing which information or minimal business data values its company has to meet to participate at tendering. The information is exclusively related to economical, financial, technical or personnel capability of the bidder's company and not to the advertised tender.

If a bidder does not submit requested data, or the data value is lower than minimal value, or a bidder does not meet requested information, the request to sign in to tender is denied. In the window »**Data**« there is a short description of the business data (a designation, a period, a unit ...), and in the window »**Criterion**« minimal value or requested information. E.g. the information as »Revenue/2012/Mio EUR« and the value »1« means that through the year 2012 the bidder's company had to have at least the income of 1 M EUR to participate at tendering.

REQUESTED BUSINESS DATA RELATED TO THE BIDDING COMPANY – CRITERION		
DATA	CRITERION	MY INFO/VALUE
Revenue/2012/Mio EUR	1	3
Net Profit/2012/EUR	100,000	Missing

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If in the window »**My Info/Value**« it is displayed »**Missing**« that means that a bidder will enter its company's data when the first bid will be submitted. This will be done at the next step by clicking the command »**Sign in to Bid**«.

If a bidder does not enter values (or information) and does not submit evidences (a bookkeeping extract, a yearly report, a public attestation, a statement, a certificate,...) for requested features or the bid does not match to minimal values, the request to sign in to tender is denied. For the explanation of the business data in detail it is necessary to examine the tender documentation as well.

1.5. Lump sum for entire tender or Price broken down per items

In the last section a bidder is reviewing the tender documentation and the prices per each item. When requested quantities are exactly determined it means that the section is designated as »**Lump sum for entire tender**«.

When requested quantities are not exactly determined, or the price is set out by actually supplied quantities i.e. by the measurement unit, it means that the section is designated as »**Price broken down per items**«.

1.5.1. Lump sum for entire tender

Lump sum for entire tender indicates that requested quantities are exactly determined. The lowest bid at present is displayed in the first section »**Tender's basic data**«. If there is no bid yet then the lowest price at present is equal to the starting price. »**Starting price**« is the highest price which a buyer is willing to pay for an order. »**The lowest bid at present**« is the lowest price offered by a bidder (a supplier). »**The lowest bid at present**« i.e. the lowest price offered is the only criterion to select the best bidder. When signing in to tender a bidder has to offer lower price.

If the tender documentation is advertised on OptiProcure.com web page it can be reviewed by clicking attached file in the window »**Tender documentation**«, or if it is on the web link by clicking displayed link connection.

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LUMP SUM



Tender Documentation is placed:
OptiProcure.com Web Page

Tender Documentation

tender documentation.doc

Sign In to Bid

To develop and later on to submit the bid, click the command »**Sign in to Bid**«.

1.5.2. Price broken down per items

»**Price broken down per items**« means that requested quantities are not exactly determined. In this case the price is set out by actually supplied quantities i.e. by measurement unit (e.g. works).

»**Starting price per measurement unit**« is the highest price a buyer is willing to pay for an order per item. A bidder that wants to get a business has to offer lower cost per item. »**The lowest bid per measurement unit at present**« is the lowest price per each item offered by a bidder (a supplier) until present. The total of costs per item is displayed in the first section »**Tender's basic data**« as »**Starting price**« or as »**The lowest bid at present**«.

»**The lowest bid at present**« i.e. the lowest offered price, is the only criterion to select the best bidder. When signing in to tender a bidder has to offer lower price. For each item it can be attached, in the window »**Tender documentation per items**«, the documentation that exactly determines ordered goods or services. Joint tender documentation for entire tender is attached in the window »**Joint tender documentation**«.

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PRICE BROKEN DOWN PER ITEMS



DESCRIPTION OF GOODS OR SERVICES	MEASUREMENT UNIT	ESTIMATED QUANTITY	STARTING PRICE PER MEASUREMENT UNIT	THE LOWEST BID PER MEASUREMENT UNIT AT PRESENT	TENDER DOCUMENTATION PER ITEM
Scaffold	m2	15000	5.0000	4.8000	specification.doc
Insulation	m2	13	13.0000	12.9000	specification.doc

Joint Tender Documentation

tender documentation.doc

[Sign in to Bid](#)

To develop and later on to submit the bid, click the command »**Sign in to Bid**«.

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2. Entering bid data

To enter the bid data click »**Sign in to Bid**«

Depending upon a buyer's requests, several sections are opened that a bidder has to complete. In any case a bidder has, at least, to complete the first section »**First bid**«. Stemming from a buyer's requests and the form of the tender, additional sections can be opened out as »**Tender evidences**«, »**Requested business data related to the bidding company – Criterion**« and »**Price broken down per items**«.

2.1. First bid

The section »**First bid**« a bidder completes in correspondence with the category of requirements, if it is the price is determined as »**Lump sum for entire tender**« or as »**Price broken down per items**«.

2.1.1. Lump sum for entire tender

If requested quantities are exactly determined the price is defined as »**Lump sum for entire tender**«. In this case, a bidder has to enter in the section »**First Bid**«, the window »**My bid**« the first price with which a bidder is competing at bidding. The price has to be lower than »**The lowest bid at present**«.

Present UTC time: 12/10/2013 11:08 AM Welcome test3 d.o.o. [Settings Log Off]

Home Tenders **Inbox (5)** My Tenders My Bids **Tasks (1)** Help About Us

Develop the Bid for Tender No. WP/2013/592D2

Time Left To Auction Start

– FIRST BID ?

THE LOWEST BID AT PRESENT
1.000,000.00 Euro

My Bid

Tender Documentation
 tender documentation.doc

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Following the approval of the first bid by the administrator, and the bid in the section »My bids« receives the status »Approved« a bidder can lower the price in real time through auction closing date. Throughout real time the price can be followed and lowered in the tool bar »My bids«. A bidder can submit unlimited number of bids.

2.1.2. Price broken down per items

If requested quantities are not exactly determined, the price is defined by actually supplied quantities i.e. by the measurement unit. In this case, a bidder does not enter the starting prices in the section »First bid« and in the window »My bid«, but enters the price per each item in the section »Price broken down per items« and the window »My bid per measurement unit«.

In the section »First bid« and the window »My bid« a bidder can monitor the total of prices per item. The sum of prices per item that is displayed in the window »My bid« has to be lower than »The lowest bid at present«.

Develop the Bid for Tender No. WP/2013/CFDCF

Time Left To Auction Start

FIRST BID

THE LOWEST BID AT PRESENT
72,167.70 Euro

My Bid

Joint Tender Documentation

[tender documentation.doc](#)

PRICE BROKEN DOWN PER ITEMS

DESCRIPTION OF GOODS OR SERVICES	TENDER DOCUMENTATION PER ITEM	MEASUREMENT UNIT	ESTIMATED QUANTITY	STARTING PRICE PER MEASUREMENT UNIT	THE LOWEST BID PER MEASUREMENT UNIT AT PRESENT	MY BID PER MEASUREMENT UNIT	TOTAL
Scaffold	specification.doc	m2	15000	5.0000	4.8000	<input type="text" value="4.7000"/>	70500.00
Insulation	specification.doc	m2	13	13.0000	12.9000	<input type="text" value="12.8000"/>	169.00

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The first bid with which a bidder is signing in to bid is entered into the window **»My bid per measurement unit«**. **»My bid per measurement unit«** has to be lower than **»Starting price per measurement unit«**, the total of prices per item that is displayed in the section **»First bid«**, in the window **»My bid«**, has to be lower than **»The lowest bid at present«**.

Following the approval of the first bid by the administrator, when the bid in the section **»My bids«** receives the status **»Approved«** a bidder can lower the price in real time through the auction closing date. Throughout real time the price can be followed and reduced in the tool bar **»My bids«**. A bidder can submit unlimited number of bids.

2.2. Tender evidences

To the section **»Tender evidences«** a bidder has to attach the evidences a buyer is requesting for. A bidder has to submit requested evidences in electronic form (doc., pdf.,...). Requested evidences are related exclusively to the tender and not to the company. A bidder has to submit adequate number of documents related to each evidence as displayed in the window **»No. of documents«**.

TYPE OF EVIDENCE	SAMPLE OF EVIDENCE	NO. OF DOCUMENTS	COMMENT	EVIDENCE
Guarantee	sample guarantee.doc	1	bank guarantee	File name D:\bank guarantee.doc <input type="button" value="Browse..."/>

If a bidder does not submit evidences or they do not meet tender conditions, signing in to tender is rejected.

2.3. Requested business data related to the bidding company – Criterion

In the section **»Requested business data related to the bidding company – Criterion«** a bidder has to enter the information or the business data value related to its company to be able to participate at tendering. A bidder has to meet stated business data, the information or minimal value displayed in the window **»Criterion«**. Contrary, signing in to tender is rejected.

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In the window »**Data**« there is a short description of the business data (a designation/a period/a unit...), in the window »**Criterion**« there is the information or minimal value with which to match the business data. E.g. the data defined as »Revenue/2012/Mio EUR« with the value »1« means that the bidder's company, during the year 2012, had to make at least the income of 1 M EUR, to be consider for tendering.

DATA	CRITERION	MY INFO/VALUE	EVIDENCE
Revenue/2012/Mio EUR	1	<input type="text" value="3"/>	<input type="text" value="File name"/> <input type="button" value="Browse..."/>
Net Profit/2012/EUR	100,000	<input type="text"/>	<input type="text" value="File name"/> <input type="button" value="Browse..."/>

If in the window »**My Info/Value**« is displayed a value (a number) or an information, it means that a buyer already generated requested business data. Do not enter anything and leave displayed information or number. Anyway, it has to be checked in the tender documentation if a buyer is requesting particular evidence.

If a buyer in the tender documentation requests particular evidence, than a bidder has to attach exactly the same evidence. When a buyer does not request particular evidence than no need for a bidder to attach any evidence.

A bidder can, in the menu bar »**Settings/Change company's business data**« and with the command »**Edit**«, at selected requested business data, to check which evidences it already submitted. Finding out, that particular evidence requested by a buyer, a bidder already submitted, no need to submit the evidence.

If the window »**My Info/Value**« is blank than a bidder has to enter adequate value related to its company. If in the tender documentation a buyer requests particular evidence than a bidder has to attach exactly the same evidence in the window »**Evidence**«. If a buyer does not request particular evidence, than a bidder attaches whichever credible document like a bookkeeping extract, a yearly report, a public attestation, a statement, a certificate...

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REQUESTED BUSINESS DATA RELATED TO THE BIDDING COMPANY – CRITERION			
DATA	CRITERION	MY INFO/VALUE	EVIDENCE
Revenue/2012/Mio EUR	1	<input type="text" value="3"/>	<input type="text" value="File name"/> <input type="button" value="Browse..."/>
Net Profit/2012/EUR	100,000	<input type="text" value="150,000"/>	<input type="text" value="File name"/> <input type="text" value="C:\annual report 2012.doc"/> <input type="button" value="Browse..."/>

If a bidder does not submit requested data or its value is lower than requested one, or if information does not meet requested value, signing in to tender is denied. For the explanation of the business data in detail it is necessary to examine the tender documentation as well.

SIGN IN TO BID: ANTICIPATED REVERSE AUCTIONS



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3. Submitting a tender to the administrator of the web page to be pre-reviewed

By the command »**Submit bid**« the bid is stored in the menu bar »**My bids**«.

The bid receives the status »**Being Reviewed**« which means that it is waiting to be pre-reviewed by the administrator of the web page. A bid is neither advertised on the web page nor communicated to other bidders that are tendering.

Present UTC time: 12/10/2013 12:00 PM								Welcome test2 d.o.o. [Settings Log Off]	
Home	Tenders	Inbox (1)	My Tenders	My Bids	Tasks (1)	Help	About Us		
<h3>My Bids</h3>									
TENDER NO.	THE LOWEST BID AT PRESENT	MY BID AT PRESENT	PRICE DATE	AUCTION CLOSING DATE	TIME LEFT TO BID	STATUS	THE MOST COMPETITIVE BID		
WP/2013/be8ff	99,997.00 EUR	99,998.00 EUR	4/3/2013 10:11:49 AM	7/3/2013 2:00:00 PM	0d 0h 0m 0s	Approved	No		
WP/2013/4c60f	162,600.00 EUR	181,000.00 EUR	6/6/2013 6:58:53 AM	7/3/2013 2:00:00 PM	0d 0h 0m 0s	Approved	No		
WP/2013/c65d0	120,000.00 EUR	119,000.00 EUR	4/7/2013 8:38:42 PM	7/7/2013 2:00:00 PM	0d 0h 0m 0s	Being Reviewed	No		

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5. Accepting bid for tendering

5.1. Status »Approved«

The administrator of the web page approves authenticity of the bid. The bid receives the status »**Approved**« and is placed in the menu bar »**My bids**«.

Present UTC time: 12/10/2013 12:13 PM				Welcome test2 d.o.o. [Settings Log Off]			
Home	Tenders	Inbox (1)	My Tenders	My Bids	Tasks (1)	Help	About Us
My Bids							
TENDER NO.	THE LOWEST BID AT PRESENT	MY BID AT PRESENT	PRICE DATE	AUCTION CLOSING DATE	TIME LEFT TO BID	STATUS	THE MOST COMPETITIVE BID
WP/2013/be8ff	99,997.00 EUR	99,998.00 EUR	4/3/2013 10:11:49 AM	7/3/2013 2:00:00 PM	0d 0h 0m 0s	Approved	No

Following the confirmation by the administrator of the web page that the bid is authentic, the bid is accepted for tendering. The bid is advertised on the web page provided that it is the most competitive bid with the lowest price. A bidder can now cut down offered price in real time, meaning that the bid which is the most competitive one i.e. the one with the lowest price, is also advertised in real time on the web page and communicated to the bidders that are tendering as well. To approve the bid by the administrator of the web page is not any more necessary.

Bidders price is the most competitive when is »**My bid at present**« equal to »**The lowest bid at present**«. In the window »**The most competitive bid**« it is showed »**Yes**«.

5.2. Status »Rejected«

If the bid is filled out with incomplete and/or wrong data the administrator of the web page rejects the bid. The bid is placed in the menu bar »**My bids**« and receives the status »**Rejected**«.

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Present UTC time: 12/10/2013 12:22 PM

Welcome test2 d.o.o. [Settings Log Off]

Home Tenders **Inbox (1)** My Tenders **My Bids** **Tasks (2)** Help About Us

My Bids

TENDER NO.	THE LOWEST BID AT PRESENT	MY BID AT PRESENT	PRICE DATE	AUCTION CLOSING DATE	TIME LEFT TO BID	STATUS	THE MOST COMPETITIVE BID
WP/2013/be8ff	99,997.00 EUR	99,998.00 EUR	4/3/2013 10:11:49 AM	7/3/2013 2:00:00 PM	0d 0h 0m 0s	Approved	No
WP/2013/4c60f	162,600.00 EUR	181,000.00 EUR	6/6/2013 6:58:53 AM	7/3/2013 2:00:00 PM	0d 0h 0m 0s	Approved	No
WP/2013/c65d0	120,000.00 EUR	119,000.00 EUR	4/7/2013 8:38:42 PM	7/7/2013 2:00:00 PM	0d 0h 0m 0s	Rejected	No

If the bid is rejected being incomplete and/or because of wrong company's business data, a bidder has in the menu bar »**Tasks**« displayed the section »**Tasks to arrange company's business data**« where a bidder by clicking displayed information has to arrange the business data accordingly.

If the bid is rejected because of incomplete and/or wrong data related to the requirements of the tender documentation or if through the time of reviewing process of the first bid (signing in to tender) by the administrator of the web page (bid status »**Being Reviewed**«) another bidder offered lower price, a bidder has in the menu bar »**Tasks**« displayed the section »**Tasks to arrange bid/sign in to bid**« where a bidder by clicking displayed information has to modify the first bid.

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Present UTC time: 3/19/2013 12:48 AM Welcome Portal razpisov d.o.o. [Settings Log Off]

Home Tenders Inbox My Tenders My Bids **Tasks (2)** Help About Us

Tasks

TASKS TO ARRANGE COMPANY'S BUSINESS DATA

DATA	INFO/VALUE	STATUS	LAST CHANGED
Net Profit/2012/EUR	150.000	Rejected	3/19/2013 12:37:29 AM

TASKS TO ARRANGE BID/SIGN IN TO BID

BID	TENDER NO.	MY BID AT PRESENT	TIME LEFT TO SIGN IN	TIME LEFT TO BID	STATUS	LAST CHANGED
Bid	WP/2013/fec03	95,000.00 EUR	13d 12h 11m 11s	91d 12h 11m 11s	Rejected	3/19/2013 12:34:28 AM

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Steps to be taken after correction and submission of the first bid are the same as at the first submission of the bid to the administrator of the web page (signing in to tender).

If the bid is rejected since the conditions of the tender documentation or the general conditions of the web page are not met, a bidder does not need to modify the data because the bid is rejected.

Until the authenticity of the bid is not approved by the administrator of the web page (status »**Approved**«) the bid is not valid and it is not accepted to compete at auction. Only the bids receiving the status »**Approved**« are valid bids and accepted to compete at auction.