

## TENDER NOTICE – CALL TO BID (RFQ/ITB)



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The company that wants to advertise a tender (a tenderer, a buyer, a client) has, first at all, to register itself on the web page (»**Registration**«). Following successful registration a client accesses the web page (»**Log in**«) entering the user name (e-mail address) and the password, the latter a client selected itself.

A tender i.e. a request to bid a buyer advertises in the menu bar (»**Tenders/Advertise tender (RFQ/ITB)**«) where as well develops and selects the language of a tender. At present, a buyer can select between Slovene and English. Attached tender documentation can be bilingual.

### 1. Developing buyer's company business data that will be advertised in a tender

The screenshot shows the user interface of the OptiProcure.com website. At the top, there is a dark header bar with the text 'Present UTC time: 12/9/2013 1:30 PM' on the left and 'Welcome test2 d.o.o. [ Settings Log Off ]' on the right. Below this is a navigation menu with links for 'Home', 'Tenders', 'Inbox (1)', 'My Tenders', 'My Bids', 'Tasks', 'Help', and 'About Us'. Underneath the navigation menu, there are two tabs: 'REVERSE AUCTIONS' and 'ADVERTISE TENDER (RFQ/ITB)'. The main content area is titled 'Advertise Tender (RFQ/ITB)'. Below the title, there are four expandable sections, each with a plus sign icon on the left and a question mark icon on the right. The sections are: 'TENDER'S BASIC DATA', 'E-INVITATION TO BID', 'TENDER EVIDENCES', and 'BUSINESS DATA RELATED TO THE COMPANY ADVERTISING A TENDER'. A mouse cursor is pointing at the plus sign of the fourth section.

Before a buyer completes an invitation to bid (RFQ/ITB) it has to generate, in the fourth section »**Business data related to the company advertising a tender**«, its company's business data related to economical, financial, technical or personnel capabilities that will be advertised in the tender (see also point 2.4.). If a buyer does not want to make known its company's data or if a buyer wants to make public the data

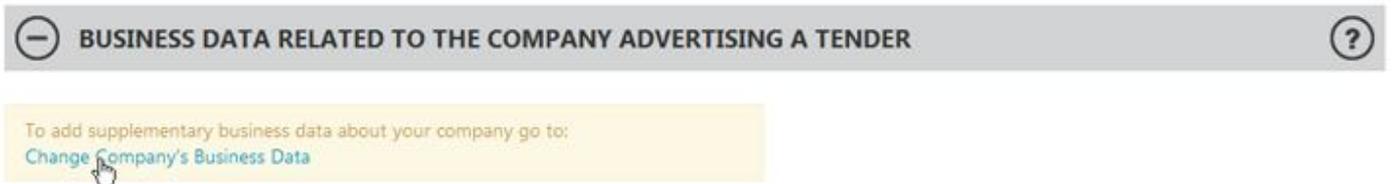
## TENDER NOTICE – CALL TO BID (RFQ/ITB)



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which are already provided in this section, than it can start to develop an invitation to bid (a tender notice)

If a buyer wants to generate new data related to its company which will be advertised in the tender, than a buyer has to click in the fourth section »**Business data related to the company advertising a tender**« the link to the section »**Change company's business data**« and to generate elected data.



By the command »**Add data**« a new section is opened where a buyer generates the data related to economical, financial, technical or personnel potentials that will be advertised in the tender. In the window »**Data**« a buyer enters a designation, a period, a unit... (e.g. Income/2011/EUR). In the window »**Info/Value**« a buyer enters the information or the value related to the data. A proof (a bookkeeping extract, an annual report, public evidences, a statement, a certificate...) in electronic form (doc., pdf.,...), is to be attached. By the command »**Approved**« a buyer submits the business data to the administrator to be pre-reviewed. A buyer can generate any number of business data.

## TENDER NOTICE – CALL TO BID (RFQ/ITB)



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Present UTC time: 4/10/2013 1:00 PM Welcome Portal razpisov d.o.o. [ Settings Log Off ]

Home Tenders Inbox My Tenders My Bids Tasks Help About Us

SETTINGS CHANGE PASSWORD CHANGE COMPANY'S BUSINESS DATA E-INVITATIONS TO BID

### Creating New Data

#### Data (name/period/unit/...)

Income/2012/EUR

#### Info/Value

2,000,000

#### Last changed

4/10/2013 12:58:39 PM

#### Evidence

No files attached

File name
D:\annual report 2012.doc

If a buyer decides to complete an invitation to bid earlier than the administrator reviews and approves generated business data validity, i.e. before an information obtains the status **»Approved«**, a buyer can not submit the tender to be pre-reviewed by the administrator, but a buyer can store the tender (the command **»Save«**). When the administrator confirms the authenticity of the business data, the information receives the status **»Approved«** and is displayed in the section **»Business data related to the company advertising a tender«**. A buyer can now tick an information which it wants to advertise in the tender, and to submit the tender by the command **»Submit«**, to the administrator to be pre-reviewed.

The business data announced in the tender have to be explained in detail in the tender documentation.

# TENDER NOTICE – CALL TO BID (RFQ/ITB)



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## 2. Entering tender data

A buyer can develop a request for quotation (RFQ/ITB) i.e. a tender, in six subject sections, not to miss to attach to the last section »**Form of request**« the tender documentation that explains the subject of a tender in detail.

### 2.1. Tender's basic data

The screenshot shows the 'Tender's basic data' form in a web application. At the top, there is a navigation bar with the text 'Present UTC time: 4/10/2013 1:45 PM' and 'Welcome Portal razpisov d.o.o. [ Settings Log Off ]'. Below this is a menu with 'Home', 'Tenders', 'Inbox', 'My Tenders', 'My Bids', 'Tasks', 'Help', and 'About Us'. The main content area has two tabs: 'REVERSE AUCTIONS' and 'ADVERTISE TENDER (RFQ/ITB)'. The title 'Advertise Tender (RFQ/ITB)' is displayed. The form itself is titled 'TENDER'S BASIC DATA' and contains the following fields:

- Tender No.: WP/2013/977bf
- Auction Starting Date - Deadline for Signing In (12:00 UTC time): 4/24/2013
- Auction Closing Date (12:00 UTC time): 7/10/2013
- Currency: Euro
- Goods or Services, Item of the Tender (NICE):

In the first section »**Tender's basic data**« a buyer has to enter the data regarding the auction starting and closing dates, the currency, and the data concerning goods or services, the subject of a tender. Goods and services are classified by the software applying NICE classification. A buyer selects among the software proposals by entering a key word.

The auction starting date has to be at least beyond 14 days from when the data were entered since after the auction starting date it is not possible to sign in to tender anymore. The auction closing date has to be as well at least 14 days beyond the auction starting date. The starting and closing time of an auction is set to GMT 12:00 and is implemented by all auctions. A user cannot change the time.

## TENDER NOTICE – CALL TO BID (RFQ/ITB)



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### 2.2. e-Invitation to bid

In the second section »**e-Invitation to bid**« a buyer can enter unlimited number of e-mail addresses of the companies (bidders, suppliers) which will receive an e-mail invitation to tender. The sender of an invitation is the web page OptiProcure.com in order to keep the anonymity of the tenderer.

**E-INVITATION TO BID**

john@company.com [Remove](#)

[Add Recipient](#)

### 2.3. Tender evidences

In the third section »**Tender evidences**« a buyer can request the certificates that have to be submitted when signing in to tender. Requested certificates are related exclusively to the tender and not to the company's data. A buyer can select between guaranties, authentications, licenses, statements and certificates which are generated by the command »**New Evidence**« in unlimited number. It is compulsory that a buyer attaches the sample of requested proof in electronic form (doc., pdf,...). If a supplier do not attach requested proof or a proof does not comply with the tender conditions, signing in to tender is not possible.

**TENDER EVIDENCES**

TYPE OF EVIDENCE	SAMPLE OF EVIDENCE	NO. OF DOCUMENTS
Guarantee	File name D:\sample guarantee.doc <a href="#">Browse...</a>	1 <a href="#">Remove</a>

[New Evidence](#)

## TENDER NOTICE – CALL TO BID (RFQ/ITB)



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### 2.4. Business data related to the company advertising a tender

In the fourth section »**Business data related to the company advertising a tender**« a buyer can enter its company's business data regarding economical, financial, technical or personnel capabilities that will be advertised in the tender (e.g. the number of employees, past year income, the company's business assessment).



If a buyer generated the business data of its own company (see point 1. as well) and this data was reviewed and confirmed as valid by the administrator (the data receive the status »**Approved**« in the menu bar »**Settings/Change company' business data**«) a buyer can now mark chosen company's data (by ticking), which means that this data will be advertised in the tender.



A buyer can now complete all information related to the tender and to submit the tender, by the command »**Submit**«, to the administrator of the web page to be pre-reviewed.

## TENDER NOTICE – CALL TO BID (RFQ/ITB)



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### 2.5. Requested business data related to bidding company – Criterion

In the fifth section »**Requested business data related to the bidding company – Criterion**« a buyer can enter the company's business data and the information, or minimal values related to economical, financial, technical and personnel capabilities that have to be meet by a bidder's company, e.g. the company's business assessment, past year income, the number of branches, the number of employees, the number of equipment, the company's legal status... Requested business data are related exclusively to the company and not to the tender that is advertised.

If a bidder does not submit requested data, or when the value of the information is lower than minimal value, or when a bidder does not meet requested information, signing in to tender is rejected. A buyer can generate any number of business data.

DATA	DESCRIPTION (NAME/PERIOD/UNIT/...)	INFO/VALUE
-- select --		

[Remove](#)

[Add](#)

Requested data is selected in the window »**Data**« and into the window »**Info/Value**« is entered minimal value or the information that have to be meet by a bidder's company related to elected information. E.g. the information specified as »Revenue/2012/ Mio EUR« with the value »1« means that a bidder's company, during the year 2012, had to have at least the income of 1 M EUR to be able to compete at tendering.

If in the window »**Data**« there is no adequate data, than to click in the same window »**Other**« and to generate a new data. In the window »**Description**« is entered short explanation of requested business data (a designation, a period, a unit...; e.g. No. of employees/2012), and in the window »**Info/Value**« is entered the information or minimal value that have to be meet by a bidder's company.

## TENDER NOTICE – CALL TO BID (RFQ/ITB)



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⊖ **REQUESTED BUSINESS DATA RELATED TO THE BIDDING COMPANY – CRITERION** ?

DATA	DESCRIPTION (NAME/PERIOD/UNIT/...)	INFO/VALUE	
<input type="text" value="Revenue/2012/Mio EUR"/>	<input type="text"/>	<input type="text" value="1"/>	<a href="#">Remove</a>
<input type="text" value="Other"/>	<input type="text" value="No. of Employees/2012"/>	<input type="text" value="20"/>	<a href="#">Remove</a>

By the command »**Add**« unlimited number of business data can be chosen. The business data have to be explained in detail in the tender documentation.

### 2.6. Form of request

⊖ **FORM OF REQUEST** ?

Lump Sum for Entire Tender  
 Price Broken Down per Items

Submit to Administrator

It is mandatory that a buyer defines the price in the last section »**Form of request**«. A buyer can select between the lump sum for entire tender and the price that is broken down by each item. The price is also the only criterion to select the best bidder. The lump sum for entire tender is applied when quantities are exactly determined. The cost per unit is applied when quantities are not exactly determined. In this instance the price is determined by actually supplied quantities, i.e. per measurement unit (e.g. works).

#### 2.6.1. Lump sum for entire tender

If a buyer specifies the price as the lump sum for entire tender, it is mandatory to enter the starting price. The starting price is the highest price a buyer is willing to pay for an order. It is mandatory for a bidder that wants to get a business to offer lower price. It is

## TENDER NOTICE – CALL TO BID (RFQ/ITB)



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also required to attach the tender documentation. The tender documentation can be attached to (1) OptiProcure.com web page or to (2) the web link.

A screenshot of a web form titled "LUMP SUM FOR ENTIRE TENDER". The form includes a "Starting Price" field with the value "100,000.00". Below this, there is a section "Tender Documentation is placed:" with two radio button options: "OptiProcure.com Web Page" (which is selected) and "Web Link". Underneath is a "Tender Documentation" section with a "File name" input field containing "C:\tender documentation.doc" and a "Browse..." button. At the bottom left, there is a checkbox labeled "Submit to Administrator" which is unchecked. At the bottom, there are two blue buttons: "Submit" and "Save".

If a buyer generated in the section **»Business data related to the company advertising a tender«** new business data related to its own company and these data have not yet the status **»Approved«**, a buyer has only one option, the command **»Save«**, i.e. the tender is stored in the menu **»My tenders«** with the status **»Creating«**. Only when the administrator of the web page confirms that the business data are valid, a buyer can submit the tender (by the command **»Submit«**) to the administrator to be reviewed. Following the approval of the data by the administrator (status **»Approved«**) the tender is advertised in the section **»Anticipated reverse auctions: Sign in to bid«** and a bidder can sign in to tender. Bidders can sign in until the starting date of the auction.

### 2.6.2. Price broken down per items

If a buyer specifies the price broken down per items, it is mandatory to enter the starting price for each measurement unit and to attach entire tender documentation. A buyer can also attach the tender documentation for each item that explicitly applies to specific goods or services. By the command **»Add«**, a buyer generates any number of items. The total cost resulting from the sum of the price per each item is automatically displayed.

In the window **»Description of goods or services«** are described goods or services, the subject of the tender, by each item. In the window **»Measurement unit«** is entered

## TENDER NOTICE – CALL TO BID (RFQ/ITB)



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the unit of ordered goods or services (e.g. m, kg, t, m2, m3), in the window »**Estimated quantity**« is entered estimated quantity (e.g. 1000), in the window »**Starting price per measurement unit**« is entered the starting price per specific measurement unit. The starting price per measurement unit is the highest price a buyer is willing to pay for each item. A bidder, to get a business, has to offer lower price. For each item, if necessary, a buyer can attach the tender documentation that specifies goods or services in detail. Each item is added by the command »**Add**«. In the window »**Joint tender documentation**« is attached the tender documentation related to each item and to entire tender as well. The total of all costs is displayed in the window »**Starting price**«. The starting price is the highest price a buyer is willing to pay for an order. A bidder that wants to get a business has to offer lower price.

– **PRICE BROKEN DOWN PER ITEMS** ?

DESCRIPTION OF GOODS OR SERVICES	MEASUREMENT UNIT	ESTIMATED QUANTITY	INITIAL PRICE PER MEASUREMENT UNIT	TENDER DOCUMENTATION PER ITEM	
<input type="text" value="scaffold"/>	<input type="text" value="m2"/>	<input type="text" value="15,000.0000"/>	<input type="text" value="5.0000"/>	<div style="border: 1px solid #ccc; padding: 2px;"><input type="text" value="D:\scaffold.doc"/> <span style="float: right;">File name</span> <input type="button" value="Browse"/></div>	75000.00 <a href="#">Remove</a>
<input type="text" value="insulation"/>	<input type="text" value="m2"/>	<input type="text" value="15,000.0000"/>	<input type="text" value="13.0000"/>	<div style="border: 1px solid #ccc; padding: 2px;"><input type="text" value="D:\insulation.doc"/> <span style="float: right;">File name</span> <input type="button" value="Browse"/></div>	195000.00 <a href="#">Remove</a>

**Joint Tender Documentation**

File name

If a buyer in the section »**Business data related to the company advertising a tender**« generated new company's business data and these data have not yet the status »**Approved**«, than the only option a buyer has is the command »**Save**«, i.e. the tender is stored in the menu bar »**My tenders**« with the status »**Creating**«. Only when the administrator certifies that the company's business data are valid, a buyer can submit (by the command »**Submit**«) the tender to the administrator to be reviewed. Following the approval of the tender data by the administrator (status »**Approved**«), the tender is advertised in the section »**Anticipated reverse auctions: Sign in to bid**« and bidders can sign in to tender. Bidders can sign in to tender until the starting date of the auction.

## TENDER NOTICE – CALL TO BID (RFQ/ITB)



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### 3. Submitting a tender to be pre-review by the administrator of the web page

At the bottom of the request for quotation (RFQ/ITB) there are two commands available to a buyer, »**Submit**« or »**Save**«. With the command »**Save**« the draft of the tender is stored in the menu bar »**My tenders**« where a buyer can arrange the tender (the command »**Arrange**«) and/or delete the tender with the command »**Remove**«. In this case the tender was not yet sent to the administrator of the web page to be pre-reviewed. If a buyer in the section » **Business data related to the company advertising a tender**«, generated new company's business data and these data have not yet the status »**Approved**«, a buyer has thanas only option the command »**Save**«.

Submit to Administrator

Submit

Save



By the command »**Submit**« the draft of the tender is stored in the menu bar »**My tenders**« with the status »**Being reviewed**« that means that it is waiting to be pre-reviewed by the administrator of the web page. In the course of this stage a buyer can inspect and/or delete the tender but cannot modify entered data.

Present UTC time: 12/9/2013 1:55 PM Welcome test2 d.o.o. [ Settings Log Off ]

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

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[REVERSE AUCTIONS](#) [ADVERTISE TENDER \(RFQ/ITB\)](#)

### My Tenders

TENDER NO.	AUCTION STARTING DATE	AUCTION CLOSING DATE	STARTING PRICE	CURRENCY	NO. OF BIDDERS	TIME LEFT TO BID	STATUS	COMMANDS
WP/2013/be3a4	5/22/2013 2:00:00 PM	8/8/2013 2:00:00 PM	1,000,000.00	Euro	0	0d 0h 0m 0s	Being Reviewed	<a href="#">[Preview]</a> <a href="#">[Remove]</a>
WP/2013/d23e5	12/2/2013 1:00:00 PM	12/18/2013 1:00:00 PM	174,561.20	Euro	1	8d 22h 4m 5s	Active	<a href="#">[Preview]</a>

## TENDER NOTICE – CALL TO BID (RFQ/ITB)



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### 4. Advertising a tender

#### 4.1. Status »Approved«

Following the confirmation that the tender is valid, it is advertised in the section »**Anticipated reverse auctions: Sign into bid**«. The tender receives the status »**Approved**«. Bidders can sign in to tender until the starting date of the auction.

#### 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]

#### 4.2. Status »Rejected«

The administrator of the web page rejects the tender when it notices incorrect and/or incomplete tender data. In this case a buyer has to correct and/or to supplement the tender data.

A tender can be rejected also when the tender's conditions violet the general conditions of the web page. In this case no need for a buyer to correct and/or to supplement data since the tender is rejected. A buyer can in the menu bar »**My tenders**« delete the tender by the command »**Remove**« and to develop a new one.

The tender in the section »**My tenders**« receives the status »**Rejected**«.

# TENDER NOTICE – CALL TO BID (RFQ/ITB)



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Present UTC time: 12/9/2013 1:59 PM Welcome test2 d.o.o. [ Settings Log Off ]

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

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[REVERSE AUCTIONS](#) [ADVERTISE TENDER \(RFQ/ITB\)](#)

## My Tenders

TENDER NO.	AUCTION STARTING DATE	AUCTION CLOSING DATE	STARTING PRICE	CURRENCY	NO. OF BIDDERS	TIME LEFT TO BID	STATUS	COMMANDS
WP/2013/be3a4	5/22/2013 2:00:00 PM	8/8/2013 2:00:00 PM	1,000,000.00	Euro	0	0d 0h 0m 0s	Being Reviewed	<a href="#">[Preview]</a> <a href="#">[Remove]</a>
WP/2013/d23e5	12/2/2013 1:00:00 PM	12/18/2013 1:00:00 PM	174,561.20	Euro	1	8d 21h 59m 42s	Active	<a href="#">[Preview]</a>
WP/2013/cd001	12/23/2013 1:00:00 PM	3/9/2014 1:00:00 PM	100,000.00	Euro	0	89d 21h 59m 42s	Rejected	<a href="#">[Preview]</a> <a href="#">[Edit]</a> <a href="#">[Remo</a>

A buyer can in the menu bar »**Tasks**« and in the section »**Tasks to arrange tender**«, by clicking the tender number to correct and/or to supplement the tender's data.

Present UTC time: 12/9/2013 2:01 PM Welcome test2 d.o.o. [ Settings Log Off ]

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

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## Tasks

**TASKS TO ARRANGE TENDER**

TENDER NO.	AUCTION STARTING DATE	TIME LEFT TO SIGN IN	AUCTION CLOSING DATE	TIME LEFT TO BID	STATUS	LAST CHANGED
<a href="#">WP/2013/cd001</a>	12/23/2013 1:00:00 PM	13d 21h 58m 11s	3/9/2014 1:00:00 PM	89d 21h 58m 11s	Rejected	12/9/2013 2:59:08 PM

Steps to be taken to submit the tender data following the correction are alike as by the first submission of the tender to the administrator of the web page.