Instructions to Apply for Transportation tender

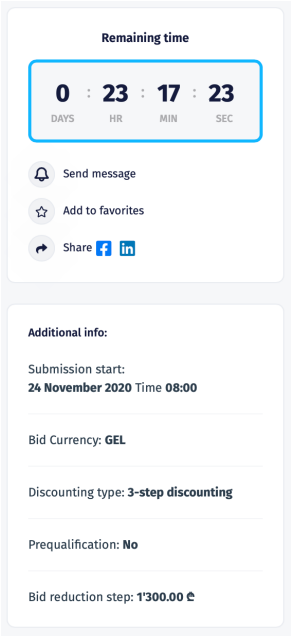
In order to apply for E-Tender, company needs to be registered on procurement web-page www.tenders.ge

E-Tender consists of 5 informational tabs.

- Description
- Questions
- Proposal
- Results
- Messages

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.



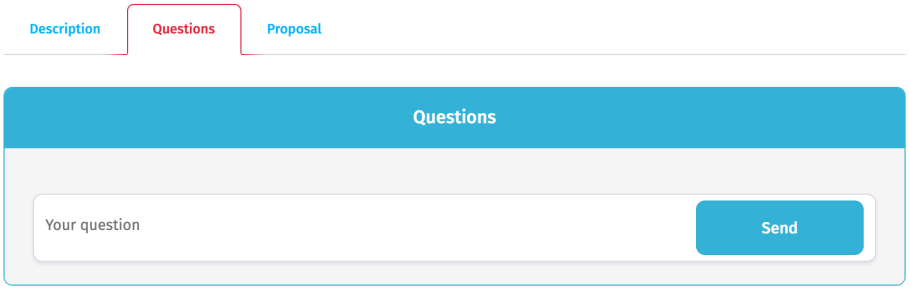
On the right side of the page you can view the counter that shows deadline of submitting the offer for the current tender.

Additional information shows:

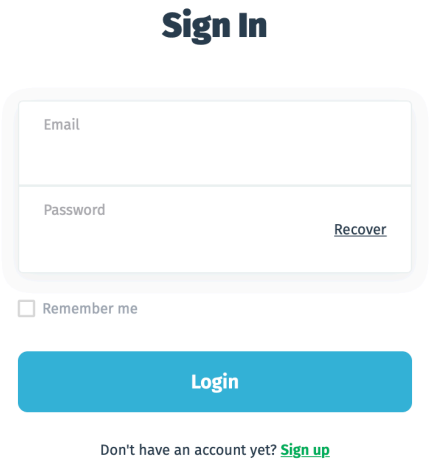
- Bid submission start time;
- Bid Currency
- Discounting Type: No Discounting, 3 Step Discounting, Reverse/Forward Discounting;
- Prequalification option;
- Bid reduction Step (If discounting is enabled).
- Max/Min Bid Ammount (If required)

2. Questions

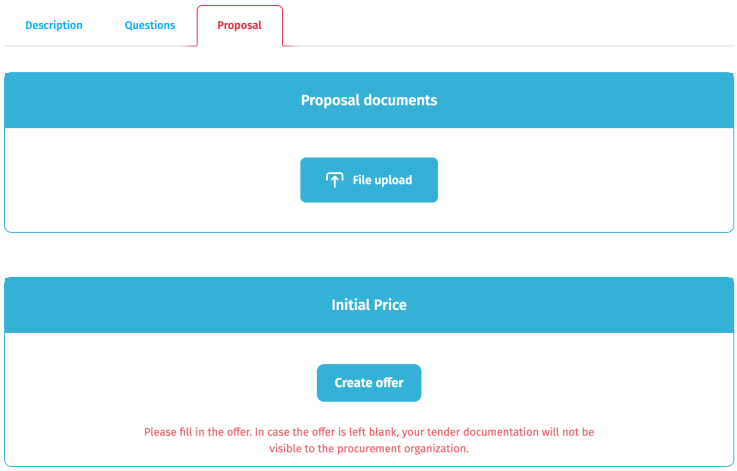
In the following tab companies have possibility to ask questions directly to the procurer representative and receive the answer in the system. In order to use the following tab, user needs to be signed in. Questions asked by the company as well as the received answers are visible for all users, however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



3. Proposal

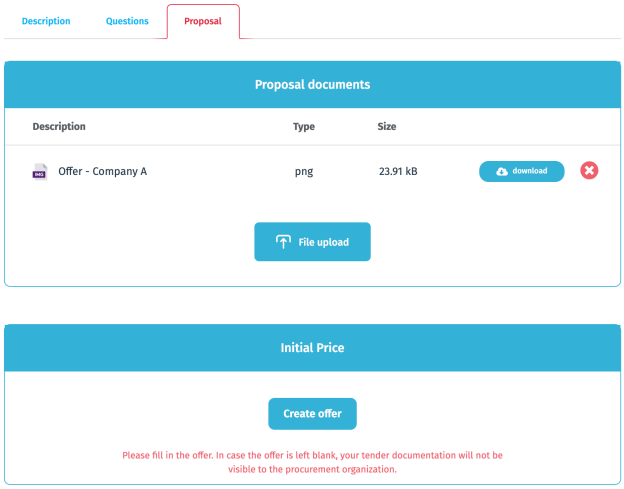


In order to apply for the tender, user should be signed in. In case your company is not registed on our web-page, please proceed with **"Sign Up"** button.

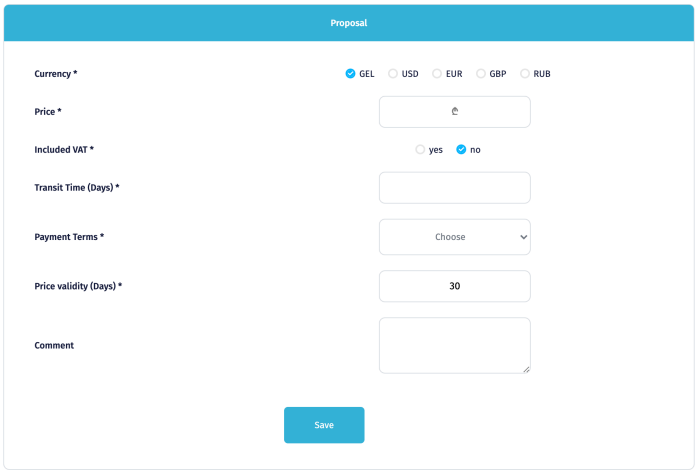


After signing in, you can upload your offer from the "**Proposal"** tab.

Note: Uploading the documentation is not mandatory, however the bid must be submitted by pressing "**Create Offer"** button.



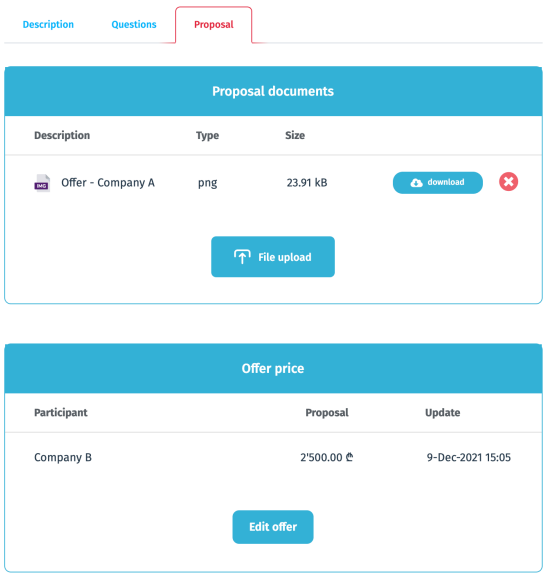
In case you would like to delete uploaded file, press button "**X**".



Proposal consists of several fields:

- Currency - Choose currency in case it is not fixed.
- Price - Indicate your price.
- Included VAT - Prices should be without VAT. This field is fixed and does not require any action.
- Transit Time (Days) - Indicate transit time.
- Payment Terms - Choose desired term from the given options.
- Price Visibility (Days) - Price should be valid for 30 days by default. However you can change it if required.
- Comment - This is not mandatory field and can filled when

After filling in all the required fields, please press button **"Save".**

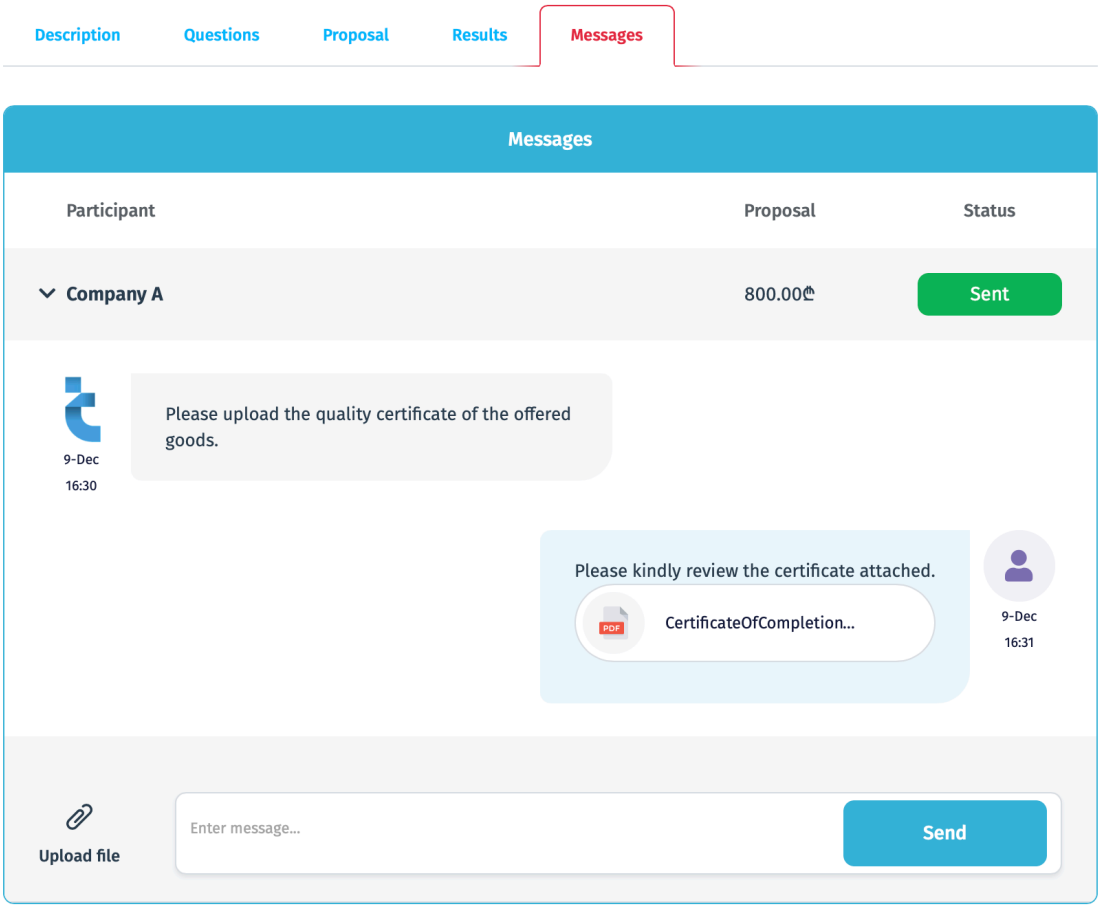


After saving the initial proposal, your bidding documents are successfully stored in the system.

You are free to amend the offer or add/remove documents before the deadline.

5. Messages

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

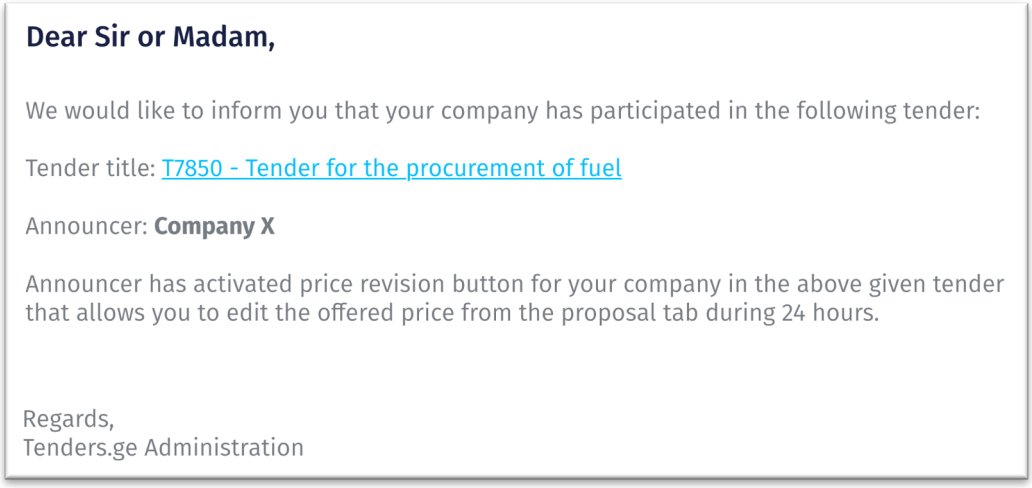


* Please note that the communication can be initiated only by procurer representative.

Additional bidding stage

After the submission deadline is reached the tender status becomes "Evaluation". During the evaluation process procurer can activate additional bidding stage for the participants. Additional bidding stage remains active for **24 hours** and vendors ar able to amend their initial offer.

In case the procurer activates the new bidding stage, vendor receives the following notification by e-mail:



Dear Sir or Madam,

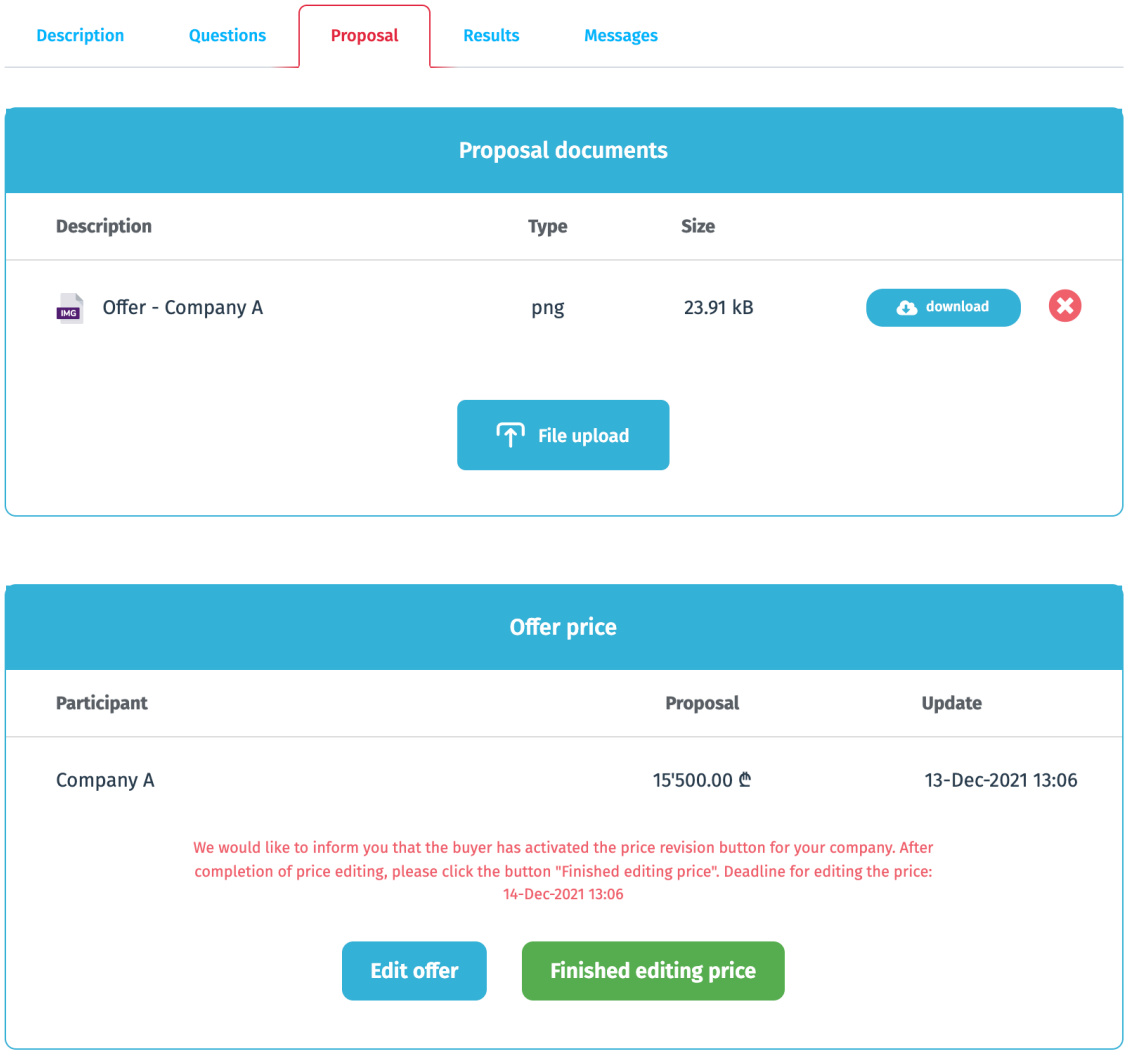
We would like to inform you that your company has participated in the following tender:

Tender title: T7850 - Tender for the procurement of fuel

Announcer: **Company X**

Announcer has activated price revision button for your company in the above given tender that allows you to edit the offered price from the proposal tab during 24 hours.

Regards,
Tenders.ge Administration

- Vendor can amend his initial offer from the "Proposal" tab.
- In order to change the price please press the button "Edit Offer".
- After you have finished editing the offer you can press the button "Finished editing price" so procurer can instantly view your new offer.
- In case you will not use the above mentioned button, procurer will automatically see your new bid after the bidding stage has ended.

Note: Please note that participating in the additional bidding stage is not mandatory.