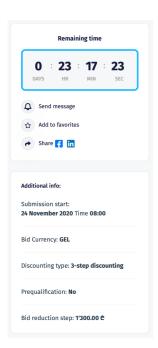# TENDERS.GE

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

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.

Remaining time

0 : **23** : **17** : **23**
DAYS   HR   MIN   SEC

🔔 Send message

☆ Add to favorites

↪ Share

Additional info:

Submission start:
24 November 2020 Time **08:00**

Bid Currency: **GEL**

Discounting type: **3-step discounting**

Prequalification: **No**

Bid reduction step: **1'300.00 ₾**

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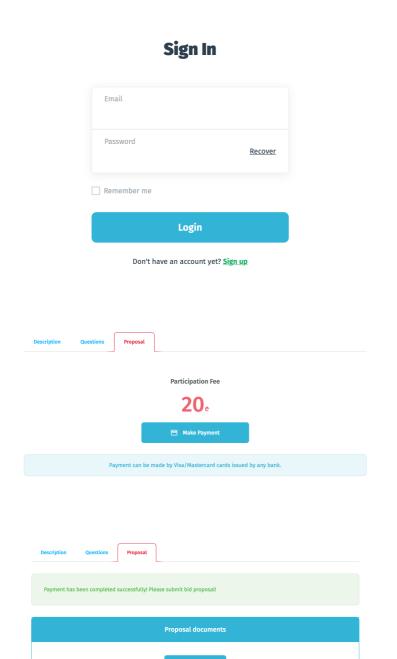
Additional information shows:

- 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

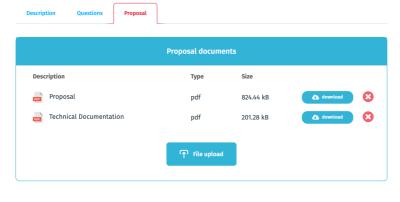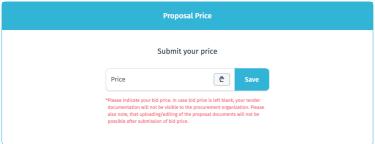From proposal tab companies can apply for the e-tender.

Sign In

Email

Password   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 registed 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".** In case of troubleshooting with the payment, please contact us:
E-mail: info@tenders.ge
Tel: +995 595 383635

| 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".**

Description	Questions	**Proposal**

Proposal documents

Description	Type	Size		
📄 Proposal	pdf	824.44 kB	☁ download	❌
📄 Technical Documentation	pdf	201.28 kB	☁ download	❌

⬆ 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.

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.

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	☁ download
📄 Technical Documentation	pdf	201.28 kB	☁ download

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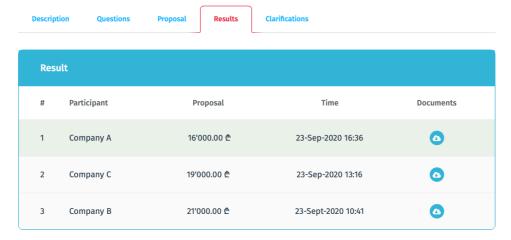
Reducing the price should be done in accordance with the bid reduction step (In case it is enabled in the tender).

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.

Description	Questions	Proposal	**Results**	Clarifications

Result

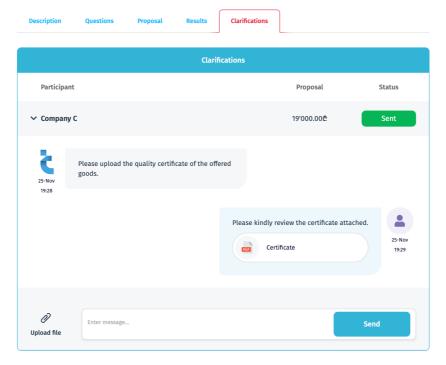| #	Participant	Proposal	Time	Documents
1	Company A	16'000.00 ₾	23-Sep-2020 16:36	☁
2	Company C	19'000.00 ₾	23-Sep-2020 13:16	☁
3	Company B	21'000.00 ₾	23-Sept-2020 10:41	☁

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.

Description	Questions	Proposal	Results	**Clarifications**

Clarifications

Participant	Proposal	Status
⌄ **Company C**	19'000.00₾	**Sent**

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

Please kindly review the certificate attached.

📄 Certificate
25-Nov
19:29

📎 Upload file   Enter message...   **Send**

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