

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.

To start registration process, please press "Sign Up" button on the right side of the site.

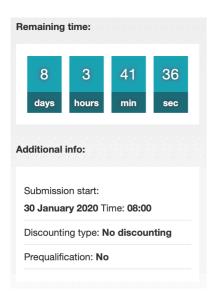
Sign Up

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:

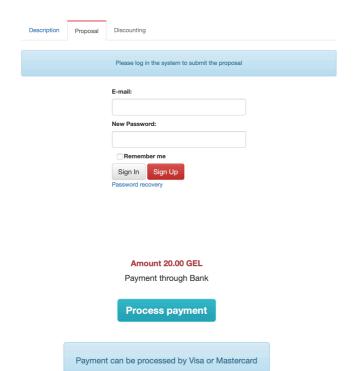
- Bid submission start time;
- Discounting Type: No Discounting, 3 Step Discounting, Reverse/Forward
 Discounting;
- Prequalification option;
- Bid reduction Step (If discounting is enabled).

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 tender.

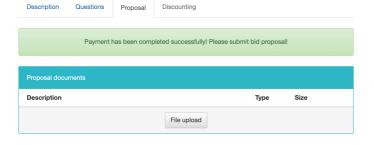


In order to apply for the tender, user should be signed in.
In case your company is not registed on our web-page,
please proceed with "Sign Up" button.

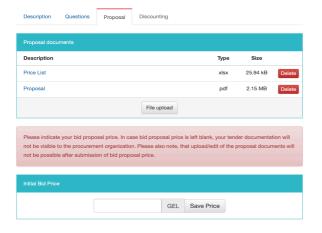
After signing in, you will be directed to payment page.

Applying to e-tender costs 20 Georgian Lari. For making payment, press "Process Payment". In case of troubleshooting with the payment, please contact us:

E-mail: info@tenders.ge
Tel: +995 595 383635



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

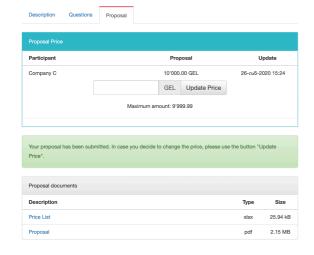


Number of files as well as the file types uploaded in tender are not limited.

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

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

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 "Update Price".

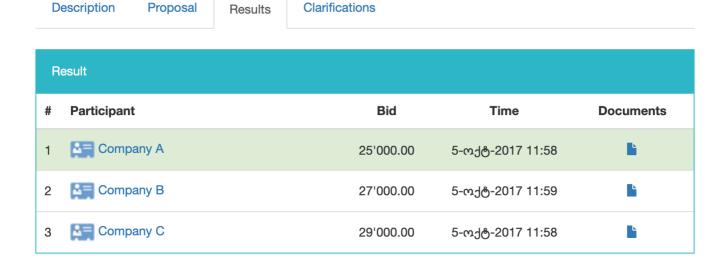
Reducing the price should be done in accordance with the bid reduction step (In case it is enabled in the tender).

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.

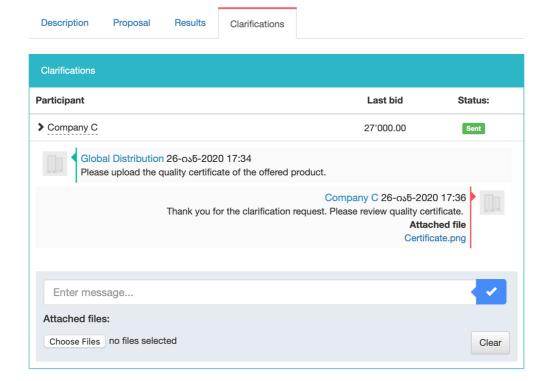


6. Clarifications

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.



By pressing the button "Clear" you can delete the attached files and typed text before sending.

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