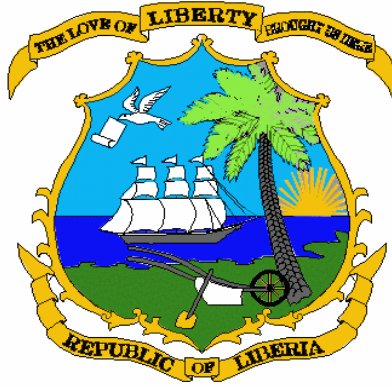




Government of Liberia

END-USER VENDOR MANUAL

September 2024

Public Procurement and Concessions Commission

**Supply, Installation, Configuration, Deployment and
Maintenance of an Electronic Government Procurement (e-
GP) System for the Government of Liberia on Software as
a Service (SAAS) Model**

End-user Vendor Manual_v1.0

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Acronyms / Abbreviations

HE	Head of Entity
API	Application Programming Interface
APP	Annual Procurement Plan
BEPC	Bid Evaluation Panel Chair
BEP	Bid Evaluation Panel
BPT	Bid Preparation Tool
CQS	Consultants Qualification Selection
ED	EUROPEAN DYNAMICS
EOI	Expression of Interest
ePPS	European Dynamics electronic Public Procurement System
FBS	Fixed Budget Selection
FDR	Further Discount Rate
GUI	Graphical User Interface
HE	Head of Entity
HP	Head of Procuring
HPM	Head of Performance Monitoring
ISIC	International standard industrial classification
LCS	Least Cost Selection
LC	Legal Counsel
USD	United States Dollars
JSON	JavaScript Object Notation
OCDS	Open Contracting Data Standard
OP	Bid Opener
PCM	Procurement Committee Member
PCS	Procurement Committee Secretary
PE	Procuring Entity
PIN	Prior Information Notice
PO	Procurement Officer
CMO	Compliance and Monitoring Officer
PPCC	Public Procurement and Concessions Commission
QBS	Quality Based Selection
QCBS	Quality and Cost Based Selection
RFP	Request for Proposal
SA	System Administrator
URL	Uniform Resource Locator

1 Minimum and Recommended System Requirements

Minimum requirements:

Relatively recent Operating System (e.g. Windows XP or 7, or equivalent)
Office tools (e.g. MS Office support MS Word, MS Excel, or equivalent)
Email client (e.g. MS Outlook, or equivalent) with access to the end-user's mailbox
Browser: Internet Explorer (11 or higher), or Firefox (40 or higher), or Opera / Chrome /
Safari (latest)
Session Cookies: enabled
Window Resolution: 1024 x 768
PDF viewer (e.g. Adobe PDF Reader, or equivalent)
Compression/decompression software (e.g. 7zip, winrar, or equivalent)
JavaScript enabled, for full end-user experience
Access to the Internet through HTTP/HTTPS
A valid e-mail address
Pop-up blockers disabled



Recommended requirements:

Windows 7, or above
MS Office 2003, or above
Email client (e.g. MS Outlook, or equivalent) with access to the end-user's mailbox
Browser: Internet Explorer (11 or higher), or Firefox (45.0.1 or higher)
Session Cookies: enabled
Window Resolution: 1024 x 768
PDF viewer (e.g. Adobe PDF Reader, or equivalent)
JavaScript enabled, for full end-user experience
Compression/decompression software (e.g. 7zip, winrar, or equivalent)
Access to the Internet through HTTP/HTTPS
A valid e-mail address
Pop-up blockers disabled

2 E-Bidding Functionality

The procurement modules provide the following common behaviour/functionality for all its end-users.

2.1 General Usage Guidelines

The procurement modules of the e-GP system will provide the following common navigation behaviour/functionality:

Tabular display. Any data displayed in tabular format will have the following header which helps the user to navigate:

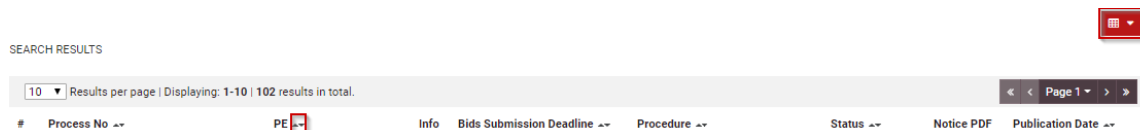


Figure 1: Example of a table header

The arrows  are used for sorting (in ascending/descending order) the results by the corresponding field. The button  is used to hide/ show a number of fields in the table. Any search query or list, with more than a page of results, will include the following navigation buttons:

Table 1: Pagination options

	First Page
	Last Page
	Previous Page
	Next Page

The following buttons are also widely used within the e-GP:

Table 2: Additional options

	Calendar Button. Selecting this button opens a calendar enabling the user to select a date
	Search Button. Selecting this button opens a searching window enabling the user to search for various codes (e.g. ISIC codes)
	Clear/Remove Button. This button clears the selection of the user

2.2 The Process Menu Functionality

The data uploaded or produced by the system within the context of a Process is categorised depending on context. The Process Menu contains all available options for accessing these various categories of a Process, depending on the user role. It comprises the main navigational tool of a Process. The Process Menu is collapsed by default:



Figure 2: The Process Menu (collapsed)

If the user selects the Process Menu, it will be expanded to show all available functionalities. The user can select any of the provided functionalities:

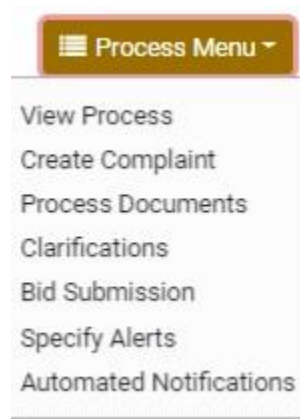


Figure 3: The Process Menu (expanded)

Selecting the Process Menu, again, will collapse it (Figure 2).

2.3 Main Page

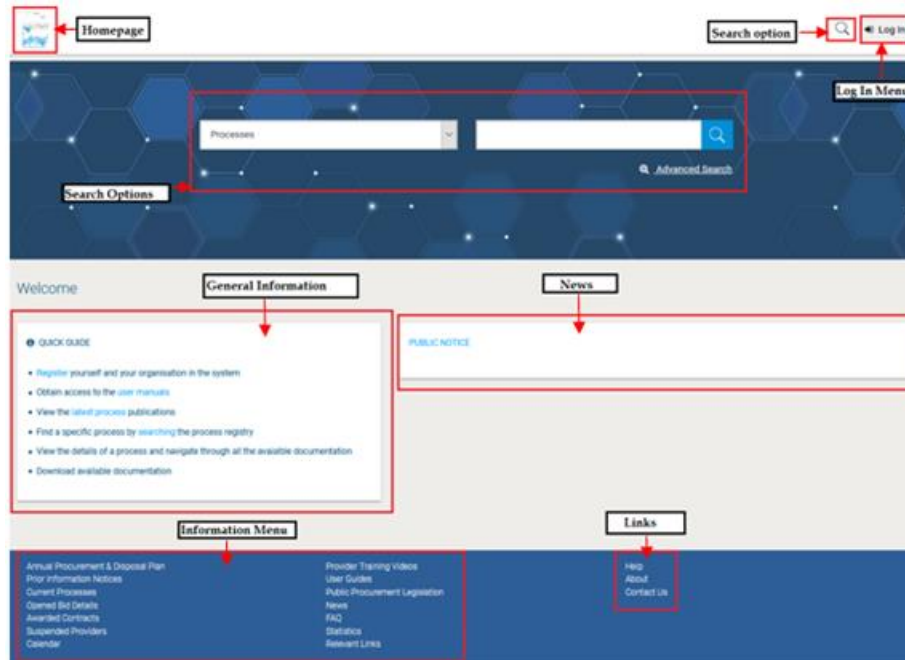


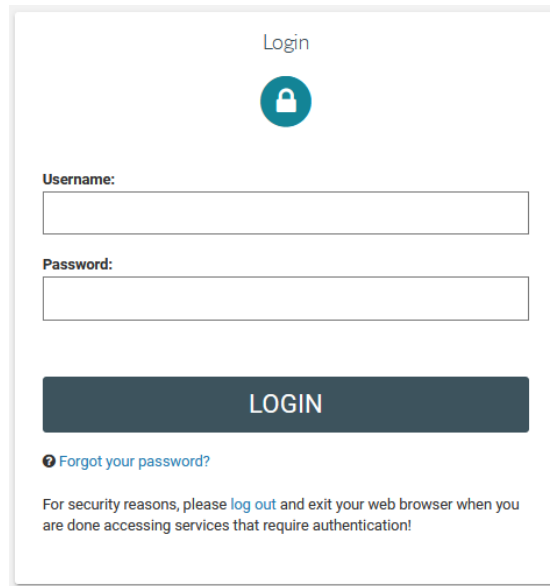
Figure 4: Main page

The main page of the e-GP system consists of the following elements:

- Top column**, which contains the Login panel, Homepage Panel and Search option Panel.
- Central column**, which contains general information regarding the system, the Providers and the users of procuring entities. Furthermore, it lists any uploaded news and also statistical information about the system usage.
- Bottom column**, which contains the Information menu panel, helpful links and functionalities which are available within all pages of e-GP.

The following are the most important sections within the main page.

2.3.1 Login Section

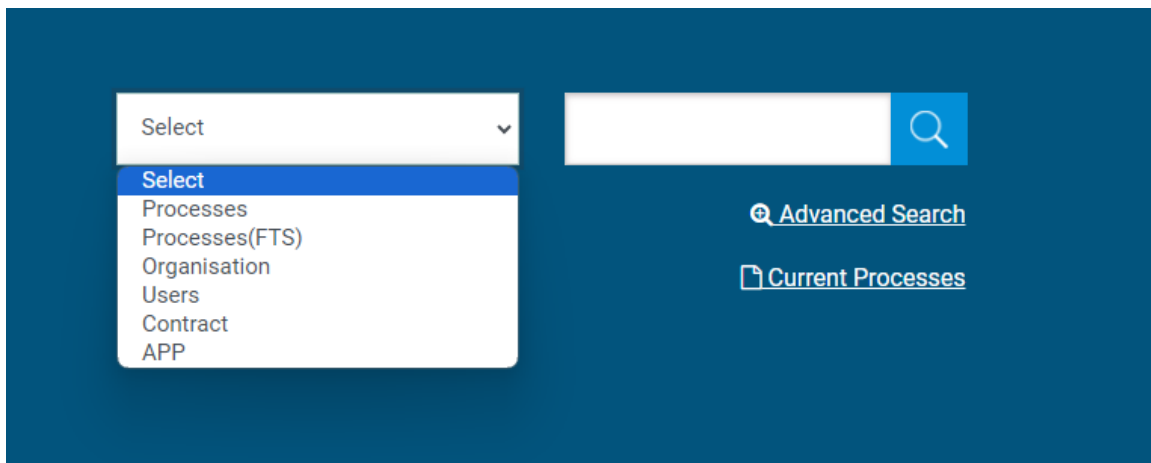


The login panel is a white rectangular box with a light gray border. At the top, it says "Login" in a small font. Below this is a teal circular icon containing a white padlock. Underneath the icon are two input fields: the first is labeled "Username:" and the second is labeled "Password:". Below these fields is a large, dark gray button with the word "LOGIN" in white capital letters. Below the button is a link that says "Forgot your password?" with a small circular icon to its left. At the bottom of the panel, there is a small line of text: "For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!"

Figure 5: Login panel

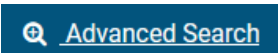
In this section, functionality is provided to enable all users (Procuring Entities, Provider Organisations and Administrators) to authenticate in the system providing that they use correct credentials (username and password).

2.3.2 Search Section



The search panel is a dark blue rectangular box. On the left side, there is a white dropdown menu with a downward arrow. The menu is open, showing a list of options: "Select", "Processes", "Processes(FTS)", "Organisation", "Users", "Contract", and "APP". To the right of the dropdown menu is a white search bar with a blue magnifying glass icon on its right side. Below the search bar, there are two links: "Advanced Search" with a magnifying glass icon and "Current Processes" with a document icon.

Figure 6: Search panel

The users can use this section to search for Processes, Organisations and Annual Procurement Plan entries. Advanced searching functionality, (by selecting the button ) is also provided (Figure 6).

2.4 Login to the System

All users of the e-GP module should have an appropriate username and password. For a user to login to the system, he must provide his credentials in the login section of the main page.

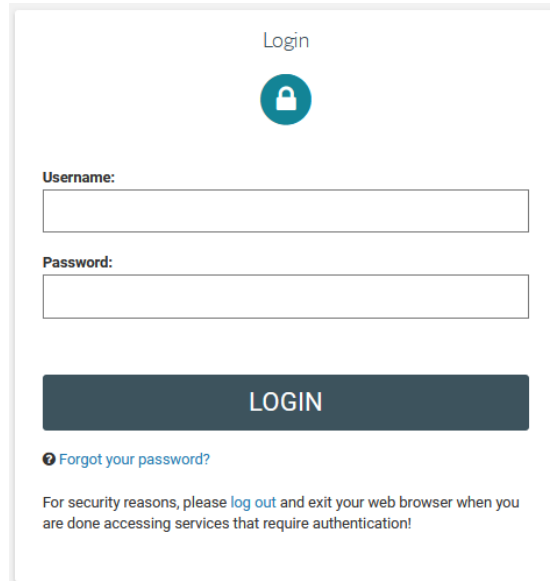
The image shows a user login form. At the top, it says "Login" with a lock icon. Below that are two input fields: "Username:" and "Password:". Under the password field is a "LOGIN" button. Below the button is a link "Forgot your password?". At the bottom, there is a security notice: "For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!"

Figure 7: User login

If the user provides incorrect credentials (either username or password) an error message will be displayed, informing the user regarding the remaining failed attempts:

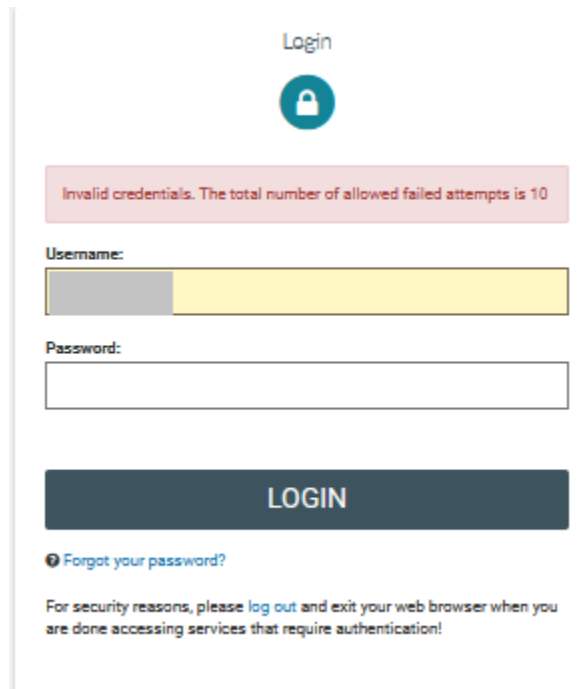
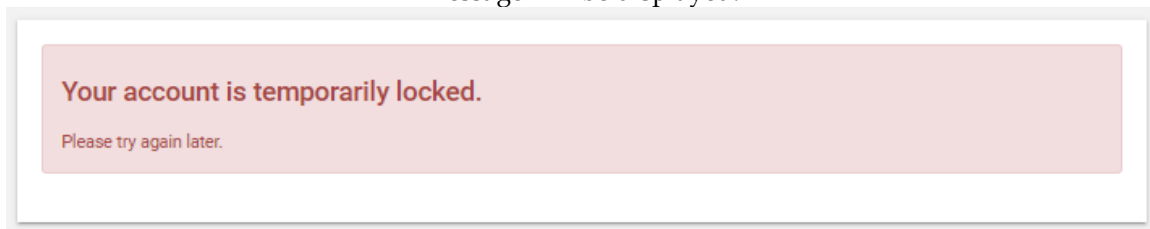


Figure 8: Wrong credentials

If the user provides an incorrect password for a username more than 10 times (or the amount of Allowed Login Failures that is set by the SA User), his account will be temporally locked, and a message will be displayed.



2.5 Login to the System for the First Time

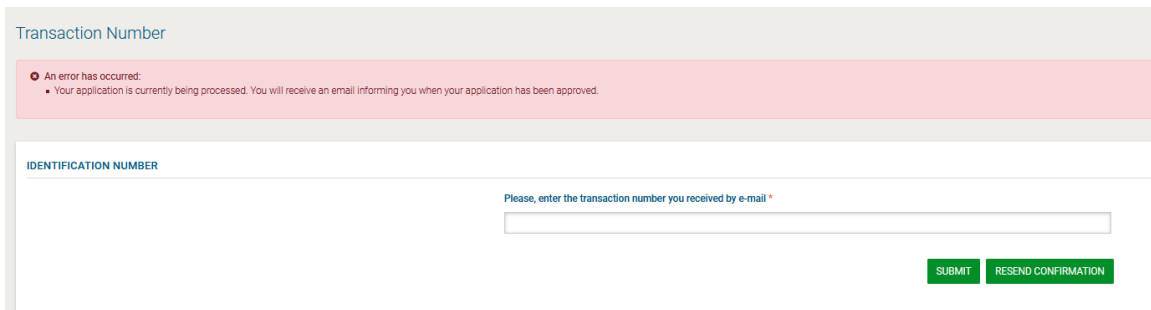
The following steps are available, when the user logs in to access the e-GP services for the first time.

As a first step, the user will have to provide the transaction number (which is received by email after his successful registration on the system).



Figure 9: Confirmation email received during registration.

After providing said user credentials, the user is requested to provide the transaction number received during the registration.



Transaction Number

● An error has occurred:
• Your application is currently being processed. You will receive an email informing you when your application has been approved.

IDENTIFICATION NUMBER

Please, enter the transaction number you received by e-mail *

Figure 10: The transaction number

If the user has misplaced the e-mail with the transaction number, it can be resent to the registered e-mail address by clicking on the button.

Then, the user is prompted to read and accept the following System User Agreement.

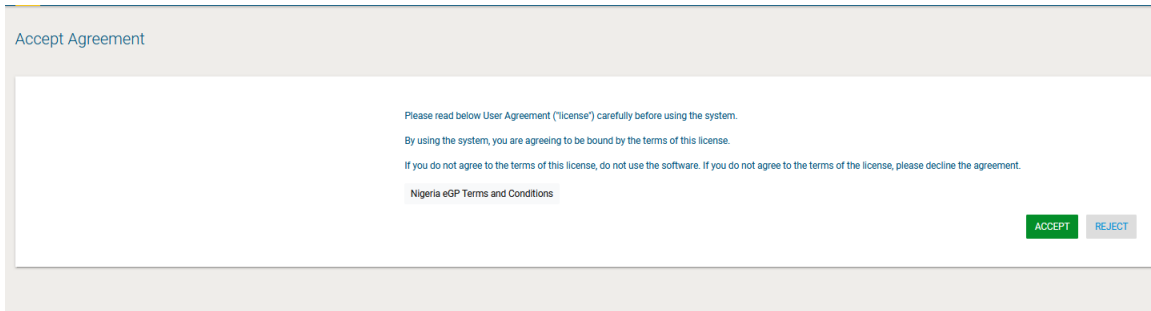


Figure 11: Confirmation of the user agreement

Finally, the Provider accepts the Agreement, he will be asked to change his password.

Figure 12: Change your password functionality

2.6 Logout from the System

The user can exit the e-GP services by selecting the “**Log out**” functionality.

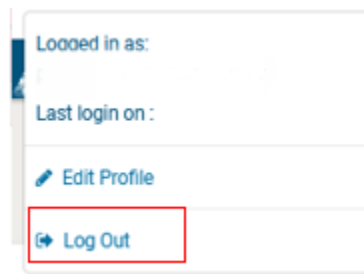


Figure 13: Log out functionality

2.7 Password Recovery

The user can recover his password from the “**Forgot your password**” functionality (Figure 5) available at the home page.

Forgot your password?

Insert your username and instructions will be sent to your email provided to the system.

Username *

[CANCEL](#) [SEND](#)

Figure 14: Password recovery/change

If the provided details are valid, the system sends an email to the associated email address, containing a transaction number and a unique generated access link.

```
e-GP Platform - Password Reset Instructions

New password for user: j****, with full name John Smith.

Go to the following link and insert new password with transaction number.

You can access the new password section through the following link:
https://www.e-gp.gov.lr/reset-password/transaction-number/1234567890

Your registration transaction number is: 8*****

If you require further assistance, refer to the User Guides link or click on the Contact Us link at the top of the homepage

*****
IMPORTANT: All actions within e-GP will be recorded for auditing purposes.
This email and any files transmitted with it are confidential and intended solely for the use
of the individual or entity to whom they are addressed. If you have received this email in error
please notify the e-GP manager. This message contains confidential information and is intended
only for the individual named. If you are not the named addressee you should not disseminate,
distribute or copy this e-mail. If you have received this e-mail by mistake delete this
e-mail from your system. If you are not the intended recipient you are notified that disclosing,
copying, distributing or taking any action in reliance on the contents of this information
is strictly prohibited.

Please do not reply to this mail.
*****
```

Figure 15: Email containing a registration transaction and unique access link

In order to reset the password, the user accesses the displayed link. To trigger the password reset functionality, the system requires the user to provide:

- Username
- New password
- Password confirmation
- Transaction number
- Secret answer

Reset password

Password: *

Re-enter Password: *

Please, enter the transaction number you received by e-mail: *

Resend Confirmation

Secret Question: *

Secret Answer: *

RESET FINISH

* Fields with asterisk are mandatory

Figure 16: Resetting the password

2.8 Maintenance of User's Profile

After successful authentication the user can edit their profile by selecting the “**Edit Profile**” functionality (accessible in the right column menu). The user can update the information fields and then select the button “**Save**” to store the performed modifications. In case any of the mandatory information is missing the system will prompt the user to try again with an error message.

System Administrator (SA)

Logged in as:

Last login on:

Edit Profile

Log Out

Username

First Name *

Last Name *

Address

City

Email *

Phone Number

Country *

Mobile Phone Number

376 (AD)

376 (AD)

376 (AD)

376 (AD)

Secret Question *

Secret Answer *

Status

Active

CANCEL SAVE

* Fields with asterisk are mandatory
Download latest Java version from here

Figure 17: Edit User's Profile

Letters (upper case/lower case) allowed to be used

Numbers allowed to be used

Characters allowed to be used

Allowed login failures

Password lifetime

Password length (min/max)

Password history

Figure 18: Password Configuration Rules

In case the password does not follow the password configuration the following message appears.

An error has occurred:

- Password can not be less than 6 characters. [Check Password Rules](#)
- Password's strength must be at least weak. [Check Password Rules](#)

2.9 XLS File Format Support

All XLS files uploaded to the e-GP system must abide to the Microsoft Office Excel 2003 format.



All XLS files must abide to the Microsoft Office Excel 2003 format.

Users that have later versions should save their files in 2003 format (Save as type and select the option “Excel 97-2003 Workbook”).

2.10 Registration of a Provider Organisation

All Providers are able to self-register to use the e-GP system.

2.10.1 Online Provider Registration

In order for a Provider to register in the system, they should select the option “**Register yourself and your organisation in the system**” on the left of the e-GP’s main page (Figure 19).

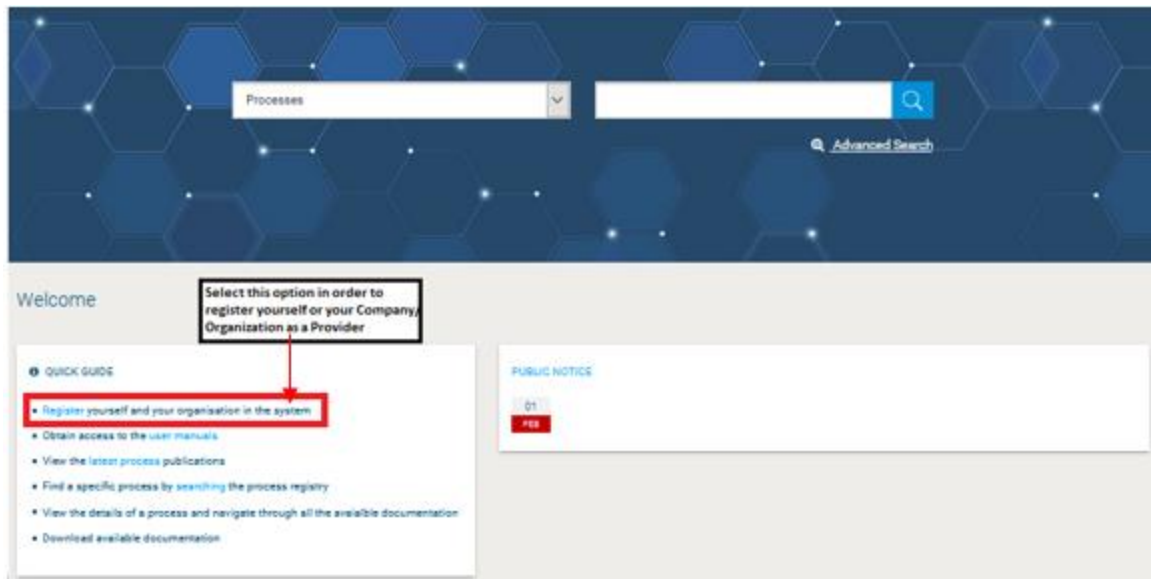


Figure 19: Register as Provider

In the first phase of the registration process the user selects his "Provider Type" among Provider Organisation and Individual Provider (Figure 19).

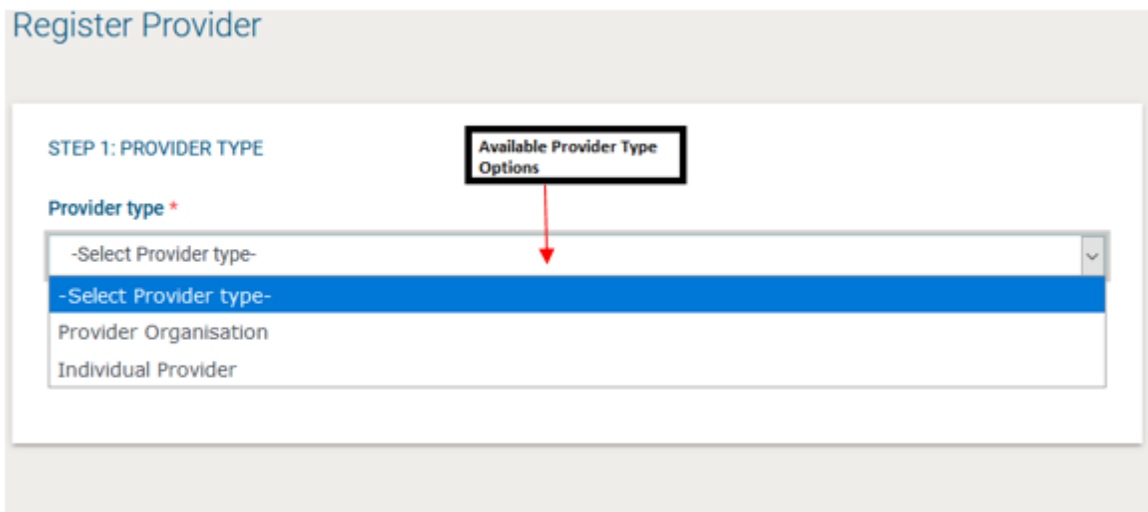


Figure 20: Provider registration

If the user registers his organisation, he should provide the following information (Figure 20):

For foreign providers, all details need to be entered manually. In particular, the registration forms will contain the following fields:
the Provider Organisations:

"Date of incorporation / Registration"
"Country of incorporation/ Registration"
"County" (option available if "Country of incorporation/ Registration" is Liberia)
"Provider Registration Number"
"Tax Identification Number (TIN)"
" NASSCORP code"
" TAX Clearance Certificate number"
"Provider Registered Name"
"Organisation Type"

When selecting "Business name/Partnership - Joint Venture" field, the following fields will be added:

"Lead Partner:"
"Partners"

When clicking on the "Search for Partners" icon, a pop-up window called "Search for Partners" will be displayed in order for the user to search for the provider organisation.

Fields for all types of Provider Organizations:

"Street Address"
"PO Box"
"Postal Code"
"City"
"Country"
"Latitude"
"Longitude"
"Phone number 1"
"Phone number 2"
"Registration Sub Category"
"Category"
"Other Attachment"

"Email address"
"Website address"
"Type of Activity"
"CAPTCHA"

During the provider registration process, validation of the NASSCORP compliance is required from the NASSCORP platform for Companies registered in Liberia.

If the Web Service call to NASSCORP fails during the registration process or it returns a "status" value other than "active", the provider will not be allowed to continue the registration process. e-GP will present the corresponding message to the user "Please verify the NASSCORP code that you provided and try again, as we were unable to verify your registration details with NASSCORP platform. You will not be allowed to continue with the registration on e-GP until you have completed the registration process with NASSCORP platform."

In order to proceed to the next phase, the user should have also typed, in the provided text field, the visual CAPTCHA code displayed by the system on the screen. Selecting the “Refresh” button



updates the code (Figure 20). Finally, the user should select the button “**Validate & Continue**” to continue the registration process.

If the user registers as Individual Provider they should provide at least the following information (Figure 22). Finally, the user should select the button “**Validate & Continue**” to continue the registration process.

“Full Name”
“Tax Identification Number (TIN)”
“Country of incorporation/ Registration”
“County” (in case of selecting Liberia as the “Country of incorporation/
Registration”) “NASSCORP code”
“TAX Clearance Certificate number”
“National Identification Number/Passport Number”
“Street Address”
“PO Box”
“Postal Code”
“Country”
“City”
“Latitude”
“Longitude”
“Phone number 1”
“Phone number 2”
“Registration Sub Category”
“Category” “Copy of National Id/Passport”
“Other Attachment”
“Other Attachment”
“Email address”
“Website address”
“Type of Activity”
“CAPTCHA”

A Provider Organisation will be uniquely identified by the combination of its TIN and Provider Registration Number.

It is the responsibility of IFMIS to match the TIN of the provider against existing records to determine whether to create the provider or not.

Figure 21: Individual Provider Registration

The next step during the Provider's Registration is the "Register Shareholder Details".

The next step is the definition of the Director details of the organisation. The user may add up to 10 Shareholders by the use of the  button. The button  is used to delete the last Shareholder. At least 1 Shareholder must be added during the registration process.

Figure 21: Directors Registration

The next step (optional) for both provider types is the association of ISIC codes of interest with the organisation. The user can associate ISIC codes by the use of the  button. The button  is used to delete a selected ISIC code.

Figure 23: Registration of ISIC codes

After clicking on the  button, the user is presented with a pop-up window to select ISIC codes.

Figure 24: ISIC code selection

In order to continue, the user should select the "Next" button. The "Back" button returns the user to the previous phase.

In the final step the user registers the administrator of the Provider Organization (Provider Administrator user):

First Name
Last Name
Username
Email
Password
Re-enter Password
Street Address
Country
Phone Number
Mobile Phone Number
Fax
User designation/Position
Receive logon notifications
Secret Question
Secret Answer

Figure 25: Registration of a Provider Administrator user

In order to finalise the registration process, the user selects the “**Finish**” button. A message confirming the successful registration of the Provider will be displayed.

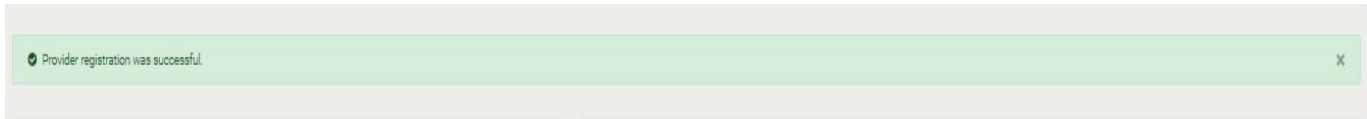


Figure 26: Confirmation of successful registration of the Provider

The system will send an email to the user containing details of how to access the system.
The registration of a Provider needs to be validated by the Provider Approver.

However, before the Provider Approver can validate the Provider registration, the registration fee needs to be paid by the Provider Administrator. After logging in for the first time, the user must view the provider profile and must complete the payment of the required fee.
If the warning message continues to occur after the registration fee has been paid, please contact the Provider Approver, in order to activate the organisation account.

2.10.2 Payment of Fees

The e-GP system supports online payment through the State e-payment portal. When the Provider registration fee (or annual registration renewal fee) is due for payment.
The providers will have to select one or more of the following categories to be registered:

- Supplies
- Consultancy or Non-Consultancy Services
- Works

View Organisation

ⓘ Your organisation has not made the corresponding payments. X

REGISTRATION PAYMENT

PAYMENT KIND:

TIMESTAMP:

PAYMENT AMOUNT (NGN):

ONLINE PAYMENT

Figure 28: Provider registration fee

After clicking on the “Proceed to Payment” button to initiate the process, the user is transferred to the Government's payment portal where the payment is already placed within his/her cart, internet banking or mobile money.

The provider Organisations will be able to submit bids only for the category which they are already registered and paid the corresponding fee.

Providers that have selected the “Domestic” or Foreign” sub-category registered and paid for higher Categories may also qualify to participate in lower categories processes except from Category A processes for which only Liberia owned providers can submit a bid.

Providers that have the selected the “Liberian owned” sub-category registered and paid for higher Categories may also qualify to participate in lower categories processes.

Providers registered for lower Categories shall only participate in higher Category processes upon the update of their provider organization details in order to include the desired Category and also the completion of the additional generated payment. Upon the update of the inclusion of a higher Category, the system will generate a payment with an amount equal to difference of the fees between the two Categories.

The Registration payment will be considered as “completed” and thus the Provider will be able to participate in competitions until the registration anniversary is reached, the registration anniversary is set 1 year from the payment date, not the registration date, in the case of an initial registration. After that date and if a payment renewal has not been effected, the Provider will not be able to submit bids.

Modify list of categories

The provider user will be in position to add new category at any point in time, after the payment of the initial Registration. Following the addition of a new category and once the modifications are approved by the PA user, a pending payment for the selected category will be generated.

In case the provider user removes a category that has already completed the corresponding payment for it, the provider user will be in position to re-select it until renewal anniversary without paying the category fee again.

Registration Renewal

The Renewal Fee will be generated 1 year from the initial registration payment date.

The “pay registration fee” button will be become available one month before expiration of the 1 year anniversary and until payment confirmation is received again.

The user will be informed on the fee to be paid before he completes a payment

2.11 Provider Management

The Users with the role of Provider Organisation Administrator can perform the following activities for the management of their organisation:

- Edit organisation details
- View the users registered within the Provider organisation
 - Edit the ISIC codes registered for the Provider
 - Add new users to the Provider organisation
 - Edit user’s details
 - Export Auditing Reports

This management functionality is provided through the “**Provider Management**” option of the “**Provider Administration**” menu.



Figure 21: Provider menu

Edit Organisation Profile

ADD USER

Full Name * Prin Country of Incorporation/Registration * Jamaica NASSCORP code 12a National Identification Number/Passport Number * 0200a PO Box - City - Country * Jamaica Latitude	Tax Identification Number (TIN) * 00000000000000000000 TAX Clearance Certificate number * 0101 Street Address * - Postal Code - Longitude
Phone number 1 * 376 (AD) 0000 Registration Sub Category * Foreign Copy of National id/Passport Choose File No file chosen Applicable formats: pdf, jpeg, doc/x, jpg, jpeg, png, ttf, xls/x Other Attachment Choose File No file chosen Applicable formats: pdf, jpeg, doc/x, jpg, jpeg, png, ttf, xls/x Website address	Phone number 2 376 (AD)
	Category J Above \$10,000,000.00
	Email address c19@
	Type of Activity * ☒ Goods ☒ Works ☒ Non Consultancy Services ☒ Consultancy Services

CANCEL RESET SAVE

[EDIT ORGANISATION](#)
[EDIT ISIC CODES](#)
[VIEW SHAREHOLDERS](#)
[VIEW USERS](#)
[EATTESTATIONS](#)
[ADD USER](#)

DATE OF INCORPORATION/REGISTRATION:	2024
COMPANY REGISTRATION NUMBER:	
TAX IDENTIFICATION NUMBER (TIN):	
NASSCORP CODE:	2351
TAX CLEARANCE CERTIFICATE NUMBER:	01100
PROVIDER REGISTERED NAME:	TERRA OF AFRICA
ORGANISATION TYPE:	Company - Public company
STREET ADDRESS:	-
PO BOX:	-
POSTAL CODE:	-
CITY:	-
COUNTRY:	Nigeria
COUNTRY OF INCORPORATION/REGISTRATION:	Nigeria
LATITUDE:	-
LONGITUDE:	-
PHONE NUMBER 1:	376 0077
PHONE NUMBER 2:	376 122
REGISTRATION SUB CATEGORY:	Foreign
CATEGORY:	J Above \$10,000,000.00
OTHER ATTACHMENT:	Download
WEBSITE ADDRESS:	
EMAIL ADDRESS:	contact@terraofafrica.com
TYPE OF ACTIVITY:	☒ Goods ☐ Works ☐ Consultancy Services ☐ Non Consultancy Services
REGISTRATION PAYMENT STATUS:	Completed
APPROVAL DATE:	
APPROVED BY:	
STATUS:	Active

Figure 22: Provider Management functionality

2.11.1 Edit Organisation Details

Selecting the option “**Edit Organisation**” allows the user to edit the organisation’s details. After the editing of the details of the Organization, the status of the organization will be automatically reverted to “Pending” and the modifications will have to be accepted.

Add User

Organisation First Name * Username * Password * Country * Street Address Mobile Phone Number Receive login notifications Secret Question *	User Role * Last Name * Email * Re-enter Password * Phone Number User designation/Position Fax Secret Answer *
---	--

* Fields with asterisk are mandatory

CANCEL RESET SAVE

Figure 23: Editing Provider details

Selecting the button “Save” will store the performed modifications, while the “Reset” button will reset the performed modifications.



Figure 24: Organisation details were successfully updated

2.11.2 Add New User to the Provider Organisation

In order to insert new users into the organisation, the Provider Administrator needs to select the option “Add user”. The mandatory information below must be provided.

Figure 36: Insert a new user in the organisation

Initially, the account of the new user will be Inactive. The system will send an email to the new user confirming the successful registration. The email will contain the relevant transaction number. In order to activate his account, the user must provide this number during their first login. Thereafter, the status of the account will be set to active.

2.11.3 View the Users Belonging to the Provider

Selecting the option “View Users” displays all the users registered within the selected Provider organisation.

View Users

10Results per page | Displaying all 2 matches.

<<<>>>

#	First Name	Last Name	Organisational Role	Country	Status	Actions
1						
2						

Add User

Figure 37: Display of users belonging to the Provider.

In the above screen, the first name, last name and the role of each user are displayed.
Furthermore, the current status of each user account is also displayed.

The following user roles are supported:

Provider Administrator (**Provider Admin**). Users with this type of role are authorised to manage the users and update the details of their organisation.

Provider users (**Provider Users**). Users with this type of role are not authorised to manage the details and the users of their organisation

2.11.4 Edit User's Details

The user can select the option "**Edit Account**" to edit the details of a specific user. The system will display all user details allowing their modification.

Figure 25: Editing user details

Selecting the button "**Save**" will update the user's details (Figure 25).

2.11.5 Logon Notifications

A user can choose to be notified by e-mail whenever their credentials are used to login to the e-GP system. This is accomplished on the Edit Profile page by selecting the checkbox to enable logon notifications.

The screenshot shows the 'Edit Account' form for a user. The form is divided into two columns. The left column contains fields for Username, First Name, Last Name, Password, Password Rules, Email, Country, Street Address, Mobile Phone Number, and Secret Question. The right column contains fields for Use Role, Last Name, Re-enter Password, Phone Number, Use designation (Position), Fax, Secret Answer, and Status. A red box highlights the 'Remember login credentials?' checkbox, and a red arrow points to it.

Figure 26: Logon notifications

If the logon notifications are enabled/disabled by an administrator user and not by the individual user, the user receives an e-mail notification that their profile has been modified.

Your account on e-GP has been modified by the administrator.

You need to confirm your account by following this link or login to e-GP:
<http://egp.electronicprocurement.gov.uk/egp/confirm.htm>

Your username is: 000
Your email address is: 000@000.co.uk

You will be asked to enter your confirmation code during the login process to verify your registration.

You can manually reset the confirmation page by following these links:
[http://egp.electronicprocurement.gov.uk/egp/confirm.htm?reset=1](#)

If you require further assistance, click on the "Contact Us" link at the top of the homepage.

IMPORTANT: All actions within e-GP will be recorded for auditing purposes.
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the e-GP manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Please do not reply to this mail.

Figure 40: Logon notifications administrator action confirmation e-mail

When logon notifications are activated, each time the user's credentials are used to login to e-GP, an e-mail notification is sent to the registered e-mail address of the user.

Your username () and password have been used to logon to the e-GP system on . If you did not perform this action, you should reset your password using the link below as soon as possible and notify your system administrator of the unauthorised logon:

If you don't know who your system administrator is or if you require further assistance, click on the "Contact Us" link at the top of the homepage.

We have sent this notification because you have subscribed to receive notifications whenever a logon is processed for your account.
If you wish to disable future notifications, you can modify your profile by clicking on the link below:

IMPORTANT: All actions within e-GP will be recorded for auditing purposes.
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the e-GP manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Please do not reply to this mail.

Figure 27: Logon notification e-mail

2.11.6 Edit ISIC Codes

In order to edit the ISIC codes associated with the Provider the user selects the “**Edit ISIC Codes**” option in Provider Organisation management page. The system displays the ISIC codes which are currently associated with the Provider (if any).



Figure 28: Edit ISIC codes

The user can add new ISIC codes by the use of the  button. The  button is used to delete a selected ISIC code.

After modifying the associated ISIC codes (Figure 28), the user can select the “**Finish**” button to store the changes.

2.11.7 E-Attestations

A provider admin user can manage his organisation’s qualifications by selecting the “e-Attestations” option. The system will display the “List of Qualifications” list of the already submitted Qualifications.

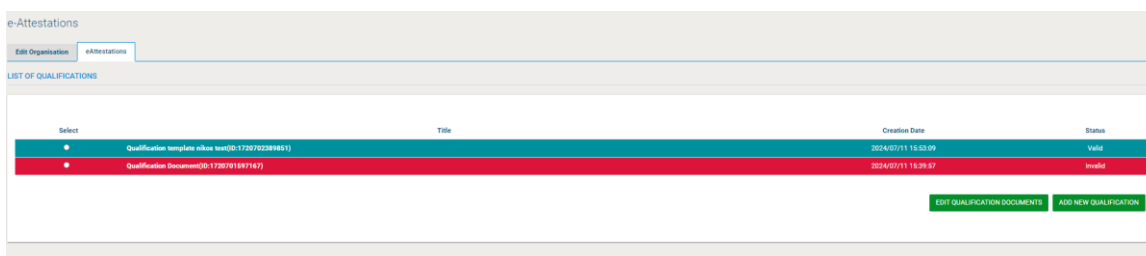


Figure 29: e-attestations menu

A new Qualification can be added by clicking on “e-Attestations” option and then clicking on the “Add new qualification” button. The system displays a list with the available active Qualifications currently not completed by the Provider admin. The Provider admin selects the radio button next to the Qualification which they wish to add and then clicks the submit button.

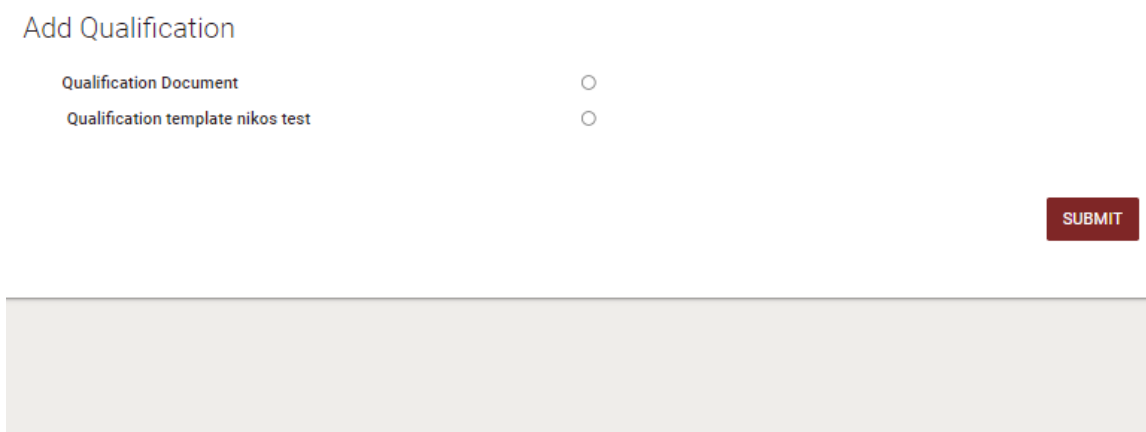


Figure 30: Select a qualification

An existing Qualification can be edited by clicking on “e-Attestations” and then clicking on the “Edit Qualification Documents” button after selecting the radio button next to the certificate which they wish to edit. The Provider admin user has to provide responses for all the Qualification criteria defined by the Qualification Authority user within the corresponding Qualification template.

2.12 Searching Functionality

The e-GP system provides both simple and advanced search mechanisms. Both functionalities allow searching for Processes, Organisations and Annual Procurement and Disposal Plan entries.

2.12.1 Simple Search

The simple search functionality covers searching for available Processes, registered Organisations and published Annual Procurement and Contracts.

Simple search queries are performed by:

Selecting the type of searching (Processes, Organisations, Plans or Contracts) from the selection list.

Providing the full name of the required record or part of it using the "*" wildcard.

Selecting the button "Search".

The results, if any, are then presented in a tabular form.

Simple search

SEARCH RESULTS

10 Results per page (Displaying 1-10) 38 results in total

#	Process No	PS	Info	Bids Submission Deadline	Procedure	Status	Notice PDF	Publication Date
1	5	Health (PS)		01/08/2024 10:00:00	Open International Bidding (OIB)	Evaluation		01/07/2024 10:00:00
2	PS/2024/001/10/000000	PS/2024/001/10/000000		01/08/2024 10:00:00	Open International Bidding (OIB)	Evaluation		01/07/2024 10:00:00
3	PS/2024/001/10/000000	PS/2024/001/10/000000		01/08/2024 10:00:00	Open International Bidding (OIB)	Evaluation		01/07/2024 10:00:00
4	PS/2024/001/10/000000	PS/2024/001/10/000000		01/08/2024 10:00:00	Open International Bidding (OIB)	Established		01/07/2024 10:00:00
5	PS/2024/001/10/000000	PS/2024/001/10/000000		01/08/2024 10:00:00	Open International Bidding (OIB)	Evaluation		01/07/2024 10:00:00
6	PS/2024/001/10/000000	PS/2024/001/10/000000		01/08/2024 10:00:00	Open International Bidding (OIB)	Established		01/07/2024 10:00:00
7	PS/2024/001/10/000000	PS/2024/001/10/000000		01/08/2024 10:00:00	Open International Bidding (OIB)	Evaluation		01/07/2024 10:00:00
8	PS/2024/001/10/000000	PS/2024/001/10/000000		01/08/2024 10:00:00	Open International Bidding (OIB)	Evaluation		01/07/2024 10:00:00
9	PS/2024/001/10/000000	PS/2024/001/10/000000		01/08/2024 10:00:00	Open International Bidding (OIB)	Evaluation		01/07/2024 10:00:00
10	PS/2024/001/10/000000	PS/2024/001/10/000000		01/08/2024 10:00:00	Open International Bidding (OIB)	Established		01/07/2024 10:00:00

Figure 31: Simple search for processes

2.12.2 Advanced Search

The advanced search functionality enables searching for Processes, Organisations, Users, Notices, Contracts and Annual Procurement Plan entries. In order to perform an advanced search query, the user should:

Select the type of the search by using the appropriate button

Provide information in one or more fields (use of * wildcard is also enabled).

Select the button "Search"

For further information on each criterion select the respective info icon 

The results, if any, will be presented in a tabular form.

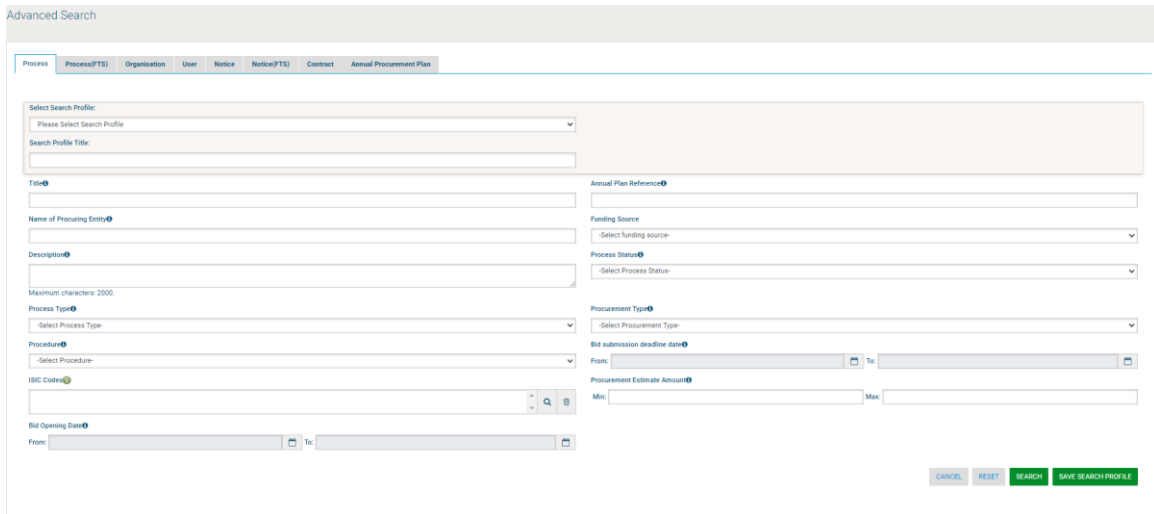


Figure 32: Advanced search for a process

A Provider user can only search for Procuring Entities when searching for Organisations and cannot search for other Provider organisations. Figure 33 provides an example of a search query for Procuring Entities.

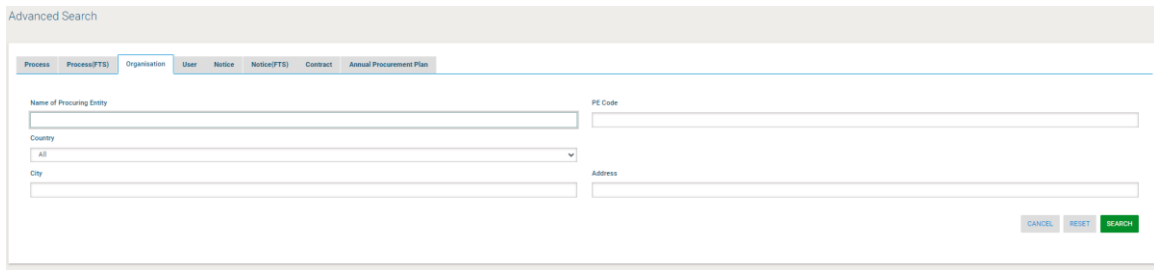


Figure 33: Advanced search for a Procuring and Disposing Entity

Annual procurement Plan entries can be filtered by any combination of the publication date, the procurement type, the procurement or disposal method, the ISIC code or the Procuring Entity.

Search for Annual Procurement Plan

Process	Process(PTS)	Organisation	User	Notice	Notice(PTS)	Contract	Annual Procurement Plan
Business Activity Code:							
Contract Package:							
Category:							
-Select Category-							
Procurement Method:							
-Select Procurement Method-							
Source of Funds:							
-Select Source of Funds-							
Authorities:							
Publication Date Range:							
start end							
Deadline/Opening Date Range:							
start end							
CLEAR CANCEL SEARCH							

Figure 34: Advanced search for an annual procurement plan entry

2.12.3 Current Processes Search

In order to view the current Processes published within the service, the user can click on the “Current Processes”, as depicted in Figure 35. This will present automatically the list of the current processes that are available to the user (depending on his/her access rights).

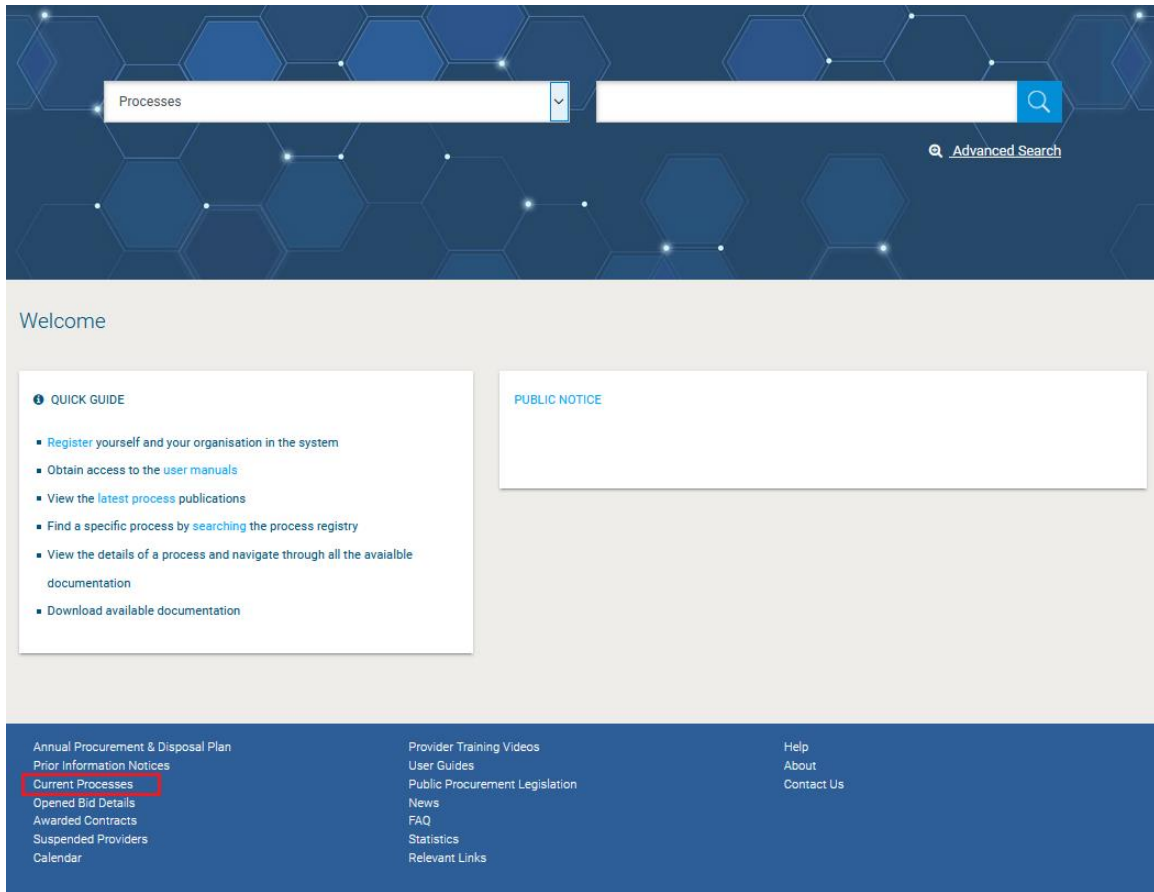


Figure 35: Current Processes search

2.13 Process Workspace

2.13.1 View Process Workspace

In order for the user to preview the details of the Process they need to select the option “**View Process**” from the **Process Menu** (Figure 36).

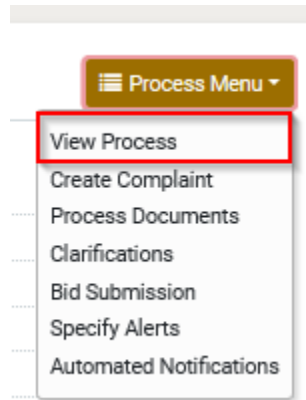


Figure 36: Process Menu

The system will display all details (Figure 37) of the particular Process (e.g. Title, information regarding associated deadlines, etc.).

Figure 37: View Process Details

2.13.2 View Process Documents

In order for the user to preview and download all documents associated with the particular Process (i.e. publication notices being published for this process), he needs to select the option **“Process Documents”** from the **Process Menu** (Figure 36).

The system displays all process documents which are associated with the Process. The Notices (Figure 38) associated are available in this menu, also the **“Process Documents”** tab (Figure 39) (that can be downloaded in a compressed file by clicking the “Download Zip File”

button.), contain a list of all documentation created by the procuring and disposing entity that is related to the specific Process.

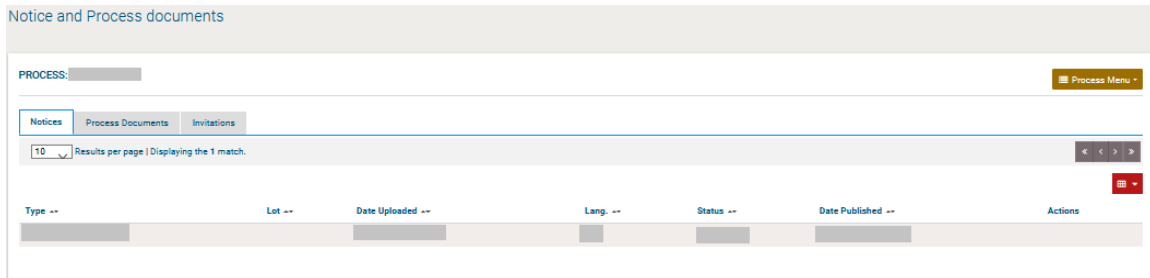


Figure 38: Notices Section

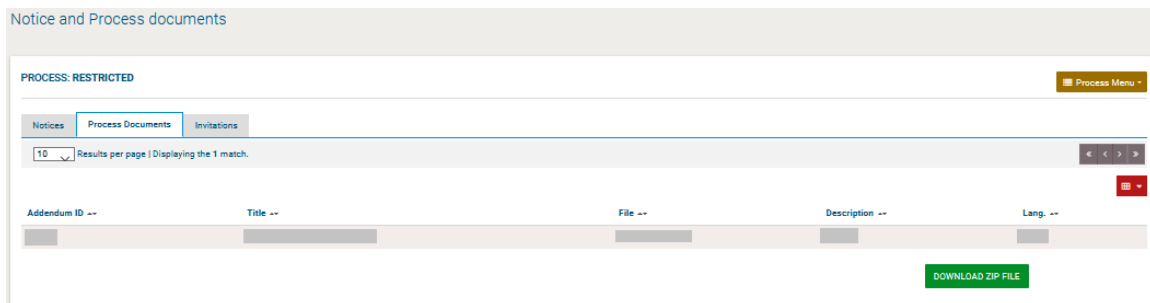


Figure 39: Process documents section

From the “Invitations” tab, the user can view the details of the invitations dispatched by the buying organisation.

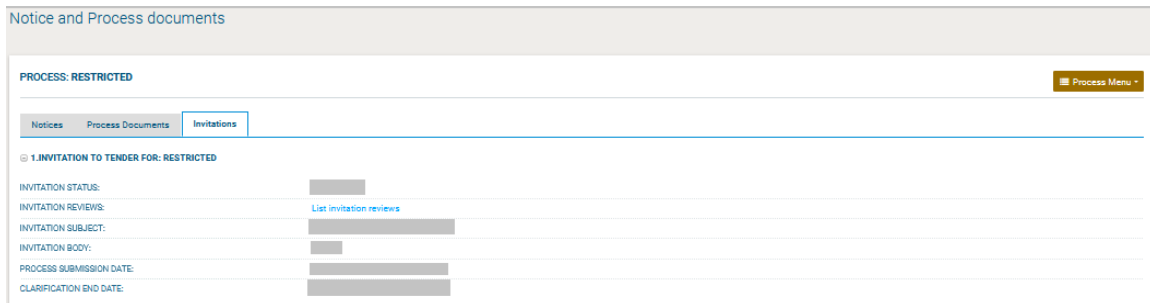


Figure 40: Invitations

2.13.3 Clarifications

In order to create a clarification request and to preview a clarification response, the user needs to select the option “**Clarifications**” from the “**Process Menu**” (Figure 41). This option is available in the “**Process Menu**”, during the clarification period.

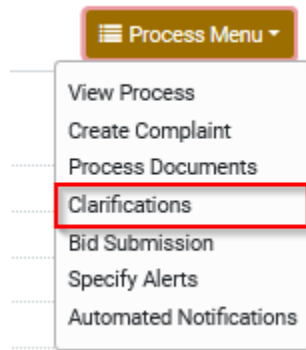


Figure 41: Process Menu, option “Clarifications”

2.13.3.1 Create a Clarification Request

In order to create a clarification request, the user selects the “**Requests for Clarification**” tab from the main Clarifications page (Figure 43).

The User will be prompted to associate himself, all the Users of his Provider Organization or some of the Users with the Process.

ASSOCIATION WITH PROCESS

e-GP supports automated notifications to keep associated users up to date with all Process advances. These comprise the publication of new Notices, Addenda, Corrigenda, Clarifications, while there are also notifications for informing associated users about approaching important dates of the Process. Please select a type of association for this Process.

You will be able to individually manage the list of users of your organisation with the Process, through the new "Manage associations" tab in the Process workspace.

Type of Association

- ☐ 1. Associate all users of this Provider with this Process
- ☐ 2. Associate only myself with this Process
- ☐ 3. Pick users from list to associate with this Process

SELECT

Figure 42: User association to the Process

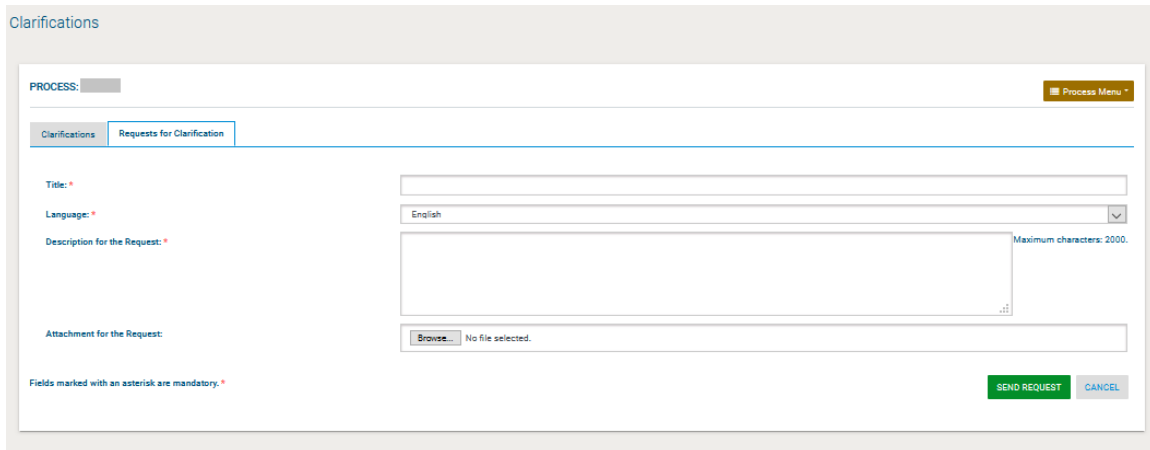


Figure 43: Process Clarifications

The user completes the request for clarification by providing the following information:

- Title
- Language
- Description for the request

Selecting the button “**Send Request**” sends the request to the process coordinator.

2.13.3.2 View a Clarification Response

The user can view a clarification response only after it is published by the Procurement Coordinator. A list of all clarification responses is displayed in the “**Clarifications**” tab of the main Clarifications page.

In order to preview the content of the response, the user selects the displayed title. Then, the system expands the details of the response (Figure 44):

- Description for the request
- Procurement Coordinator’s clarification response
- Attachment (if exists)

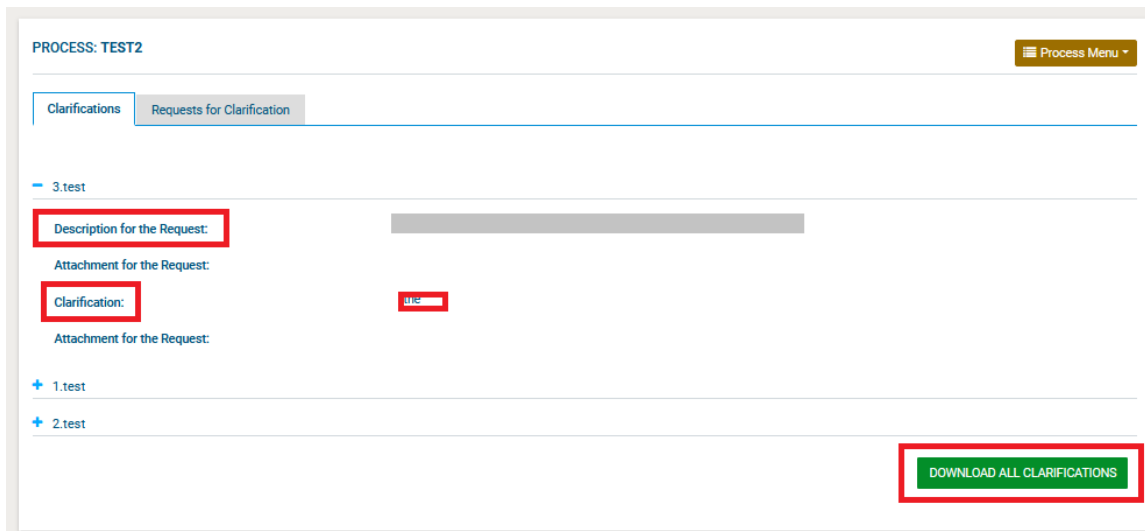
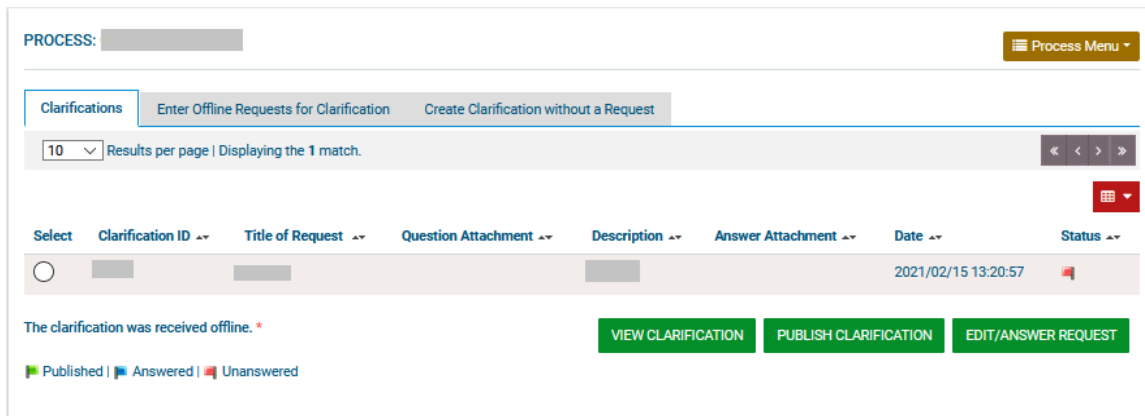


Figure 44: Response to a clarification request

Selecting the button “**Download All Clarifications**” enables the user to download an archive file with the details of all clarification requests submitted and their associated responses.

2.13.4 Evaluation Clarifications

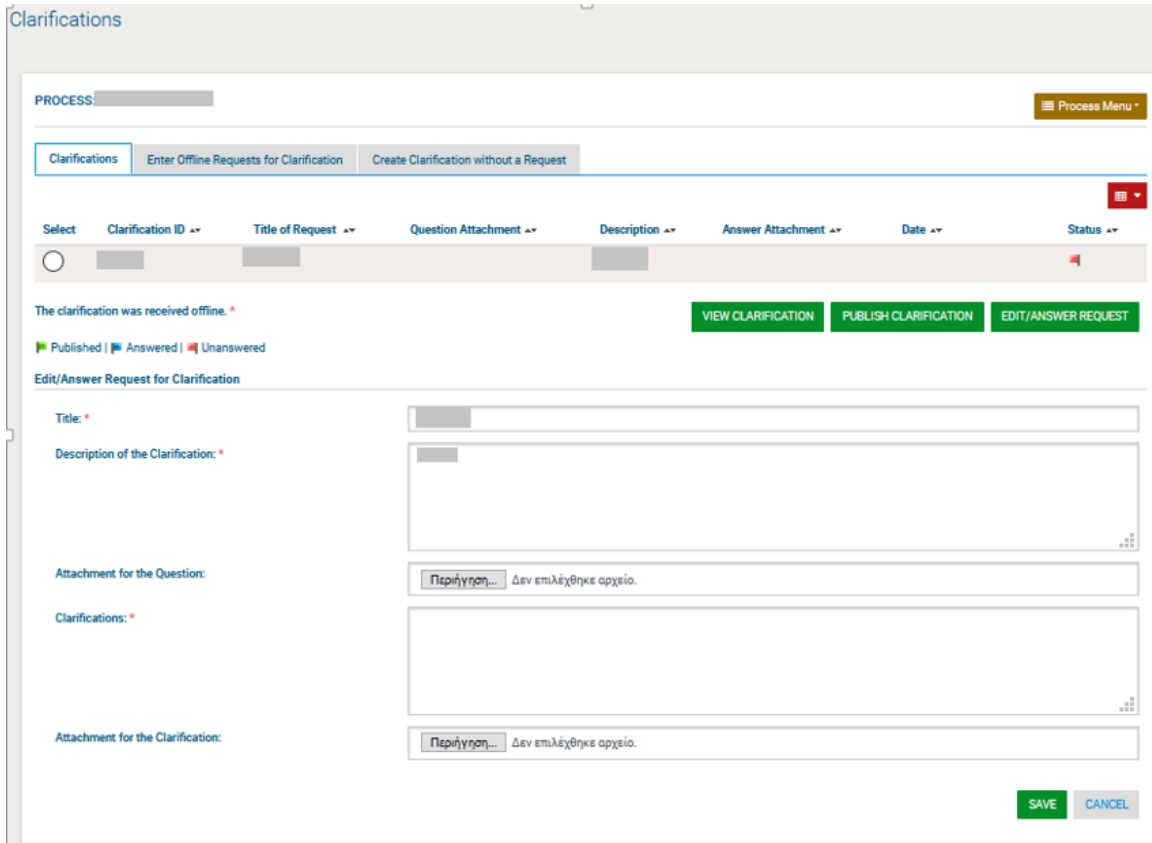
Evaluation clarifications are requests submitted by the Procuring Entity in the context of a specific Process during the evaluation phase. To preview any evaluation clarification request the user needs to select the “Clarifications” option found under the Process menu (Figure 41). By selecting the “Evaluation Clarifications” tab, a list of all the evaluation clarifications is displayed (Figure 45).



Select	Clarification ID	Title of Request	Question Attachment	Description	Answer Attachment	Date	Status
☐	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	2021/02/15 13:20:57	Unanswered

Figure 45: List of evaluation clarification requests

The user can answer to the clarification request by selecting “**Answer Clarification Request**”. The user completes the clarification by providing his response in the “**Clarifications**” text area.



The screenshot shows the 'Clarifications' section of the system. At the top, there's a 'PROCESS' dropdown and a 'Process Menu' button. Below this are three tabs: 'Clarifications', 'Enter Offline Requests for Clarification', and 'Create Clarification without a Request'. A table header is visible with columns: Select, Clarification ID, Title of Request, Question Attachment, Description, Answer Attachment, Date, and Status. Below the table, there's a message: 'The clarification was received offline.' followed by three buttons: 'VIEW CLARIFICATION', 'PUBLISH CLARIFICATION', and 'EDIT/ANSWER REQUEST'. Below this is a legend: 'Published' (green square), 'Answered' (blue square), and 'Unanswered' (red square). The main form is titled 'Edit/Answer Request for Clarification' and contains several fields: 'Title' (with a red asterisk), 'Description of the Clarification' (with a red asterisk), 'Attachment for the Question' (with a file upload button and text 'Παράκληση... Δεν επιλέχθηκε αρχείο.'), 'Clarifications' (with a red asterisk), and 'Attachment for the Clarification' (with a file upload button and text 'Παράκληση... Δεν επιλέχθηκε αρχείο.'). At the bottom right, there are 'SAVE' and 'CANCEL' buttons.

Figure 46: Evaluation clarification response

2.14 Creation of a Bid

The bid is created by the Provider following a sequence of steps described below that enable the user to prepare and securely upload the bid to the e-GP system. A Provider may submit a bid via online means or send it offline to the Procuring and Disposing Entity. The latter approach, however, is highly discouraged if the benefits of the e-GP system are to be fully exploited.

2.14.1 Participation Fee

In case of Bids that include a participation fee, the user will need to complete a payment before they can be allowed to upload a Bid.

In case of multi-stage procedures, if there is a "participation fee", any Provider that will pay for Bid submission during stage 1, will not be required to pay again for Bid submission in stage 2.

2.14.2 Prepare Online Bid

Once a Bid Notice is published by a Procuring Entity regarding a specific Process, the Provider organizations' user that intends to submit a bid may proceed to create a valid bid for the e-GP

system in two manners. Either create an online bid or create an offline one. This section describes the process for creating an online bid, through the steps in the following paragraphs.

2.14.2.1 Online Bid Preparation Tool

The provider first should find the Process, that he is interested in. (see 2.12.3)
Click on the “Bid submission” option of the Process Menu (Figure 47).

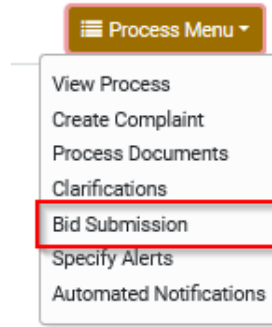
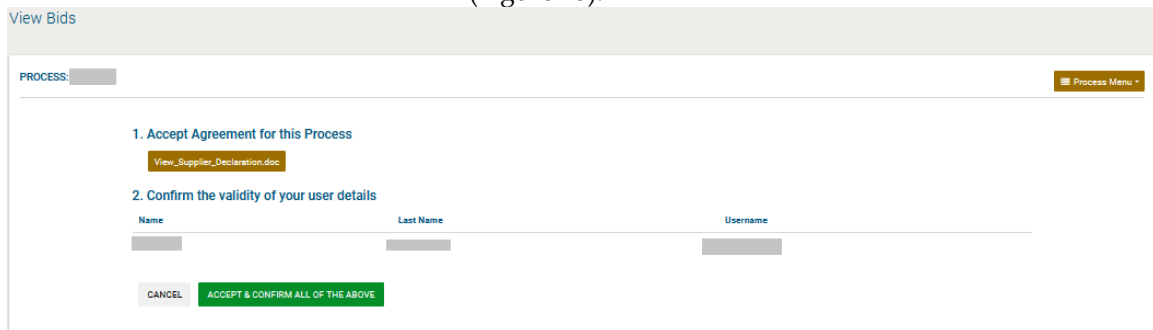


Figure 47: Bid submission option of the Process menu

The first time the bid submission section is accessed, after the user defines the type of association, they have to accept the Provider Declaration (Accept Agreement for this Process) and confirm that their details are correct by clicking on the “**Accept & Confirm all of the above**” button (Figure 48).



The screenshot shows the 'View Bids' interface. At the top, there's a 'PROCESS:' dropdown and a 'Process Menu' button. Below this, the first step is '1. Accept Agreement for this Process', which includes a 'View_Supplier_Declaration.doc' button. The second step is '2. Confirm the validity of your user details', which contains input fields for 'Name', 'Last Name', and 'Username'. At the bottom, there are two buttons: 'CANCEL' and 'ACCEPT & CONFIRM ALL OF THE ABOVE'.

Figure 48: Provider declaration acceptance

After paying the bid participation fee, if applicable, the user will see the web bid preparation tool in their browser (Figure 49).

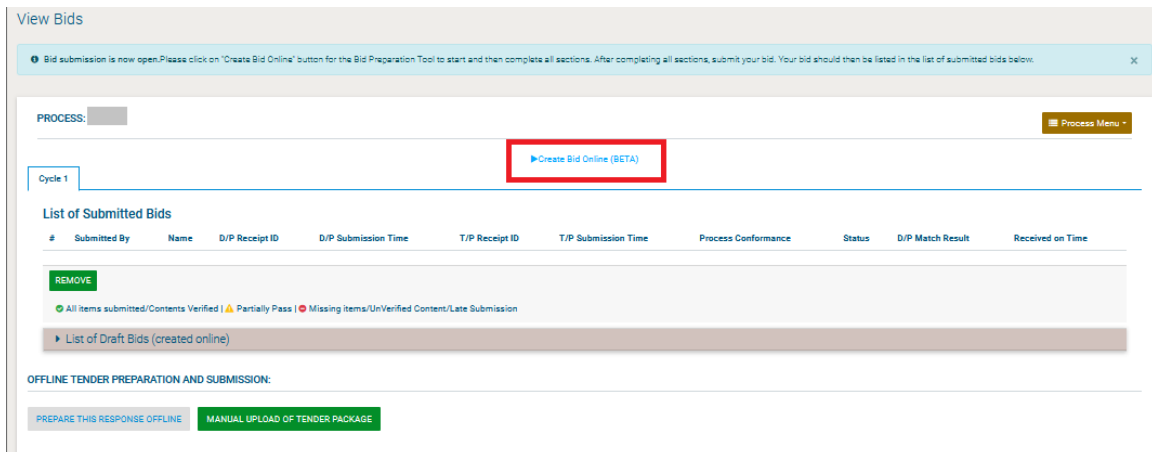


Figure 49: Online bid creation

2.14.2.2 Provider Responses to Bid Questions

After Selecting the “Create Bid Online” Button, the user is redirected to a new page, where they will have to create a Response for the specific Bid.

Figure 50: Provide Response’s Title

After providing the Title of the response, the user will see the following screen, in order to start editing the bid and completing all the necessary fields. When the user wants to start completing the fields of their bid, they should select the following option, on the top right part of the screen:

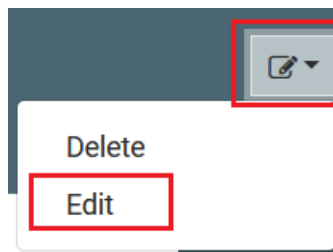
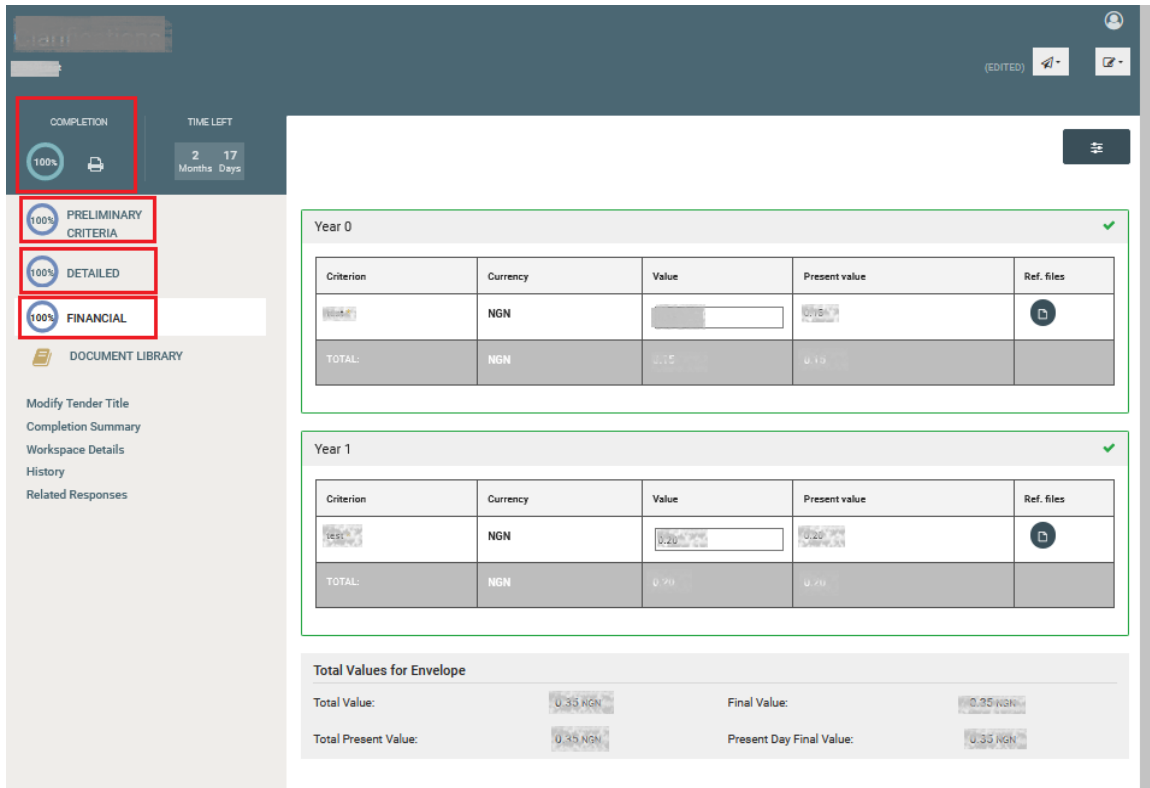


Figure 51: Edit Bid

Figure 52: Online Bid Submission Tool Preliminary Criteria – example Completed Detailed Criteria

Figure 53: Online Bid Submission Tool Detailed Criteria – example Completed Preliminary and Detailed Criteria



COMPLETION 100% **TIME LEFT** 2 Months 17 Days

PRELIMINARY CRITERIA 100% **DETAILED** 100% **FINANCIAL** 100%

DOCUMENT LIBRARY

Modify Tender Title
Completion Summary
Workspace Details
History
Related Responses

Year 0

Criterion	Currency	Value	Present value	Ref. files
Initial	NGN			
TOTAL:	NGN	0.15	0.15	

Year 1

Criterion	Currency	Value	Present value	Ref. files
Year 1	NGN			
TOTAL:	NGN	0.70	0.70	

Total Values for Envelope

Total Value:	0.35 NGN	Final Value:	0.35 NGN
Total Present Value:	0.35 NGN	Present Day Final Value:	0.35 NGN

Figure 54: Online Bid Submission Tool Financial Criteria – example all Criteria completed

2.14.2.3 Submit a Bid

Once the user has completed its bid to its totality (i.e. Completion is at 100%), the user should click the option “Submit”. This file cannot be unlocked and/or viewed by anyone. It will be unlocked only when the Openers (OP) authorise the unlocking of all bids after the end of the bid submission period.

The user should proceed to complete all criteria included in the Preliminary, Detailed and Financial Envelopes. Once the user completes some data, even if not all of them, the system saves automatically all these data as draft. This can be seen in the following section:

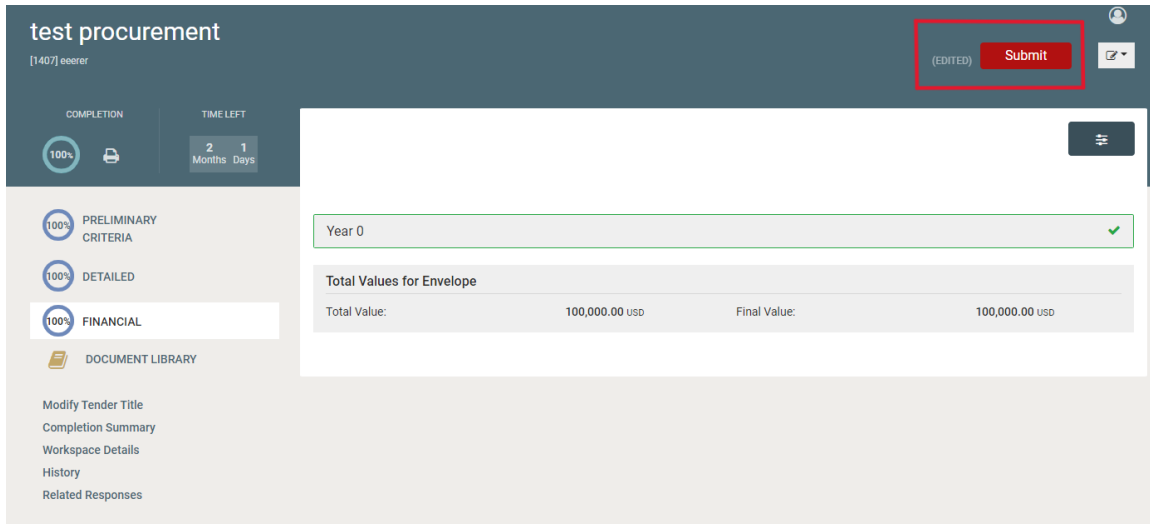
▼ List of Draft Bids (created online)

#	Created By	Creation Date	Last Edited

[EDIT](#) [REMOVE](#)

Figure 55: List of Draft Bids

Once all Folders are completed, the user should select the “Submit” option, from the top right button:



The screenshot shows a web interface for 'test procurement'. On the left, there's a sidebar with a progress bar showing 100% completion for 'PRELIMINARY CRITERIA', 'DETAILED', and 'FINANCIAL'. Below this is a 'DOCUMENT LIBRARY' section. The main area shows a 'Year 0' input field with a green checkmark. Below that, a table titled 'Total Values for Envelope' shows 'Total Value: 100,000.00 USD' and 'Final Value: 100,000.00 USD'. In the top right corner, a red box highlights a 'Submit' button next to an '(EDITED)' status.

Figure 56: Bid to be submitted

After the submission, the status will be “Submitted” as in the following picture:

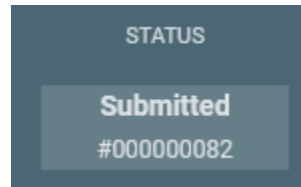
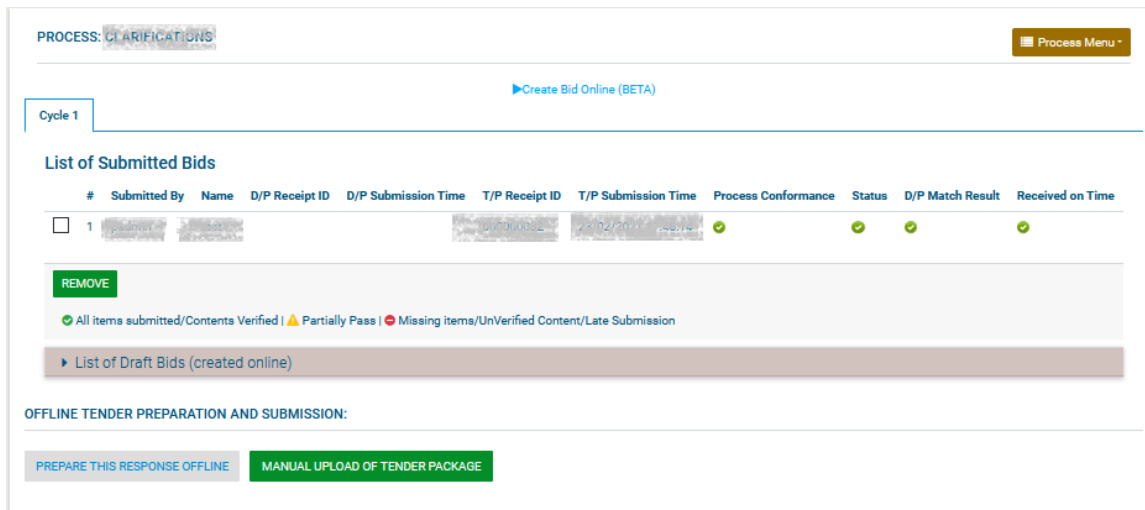


Figure 57: Status of the Bid Submission is > Submitted

If the submission is completed, the user will be able to see information of the submission such as:

Submitted By
Name
D/P Receipt ID
D/P Submission Time
T/P Receipt ID
T/P Submission Time
Process Conformance
Status
D/P Match Result
Received on Time

This information will be seen under the “List of Submitted Bids” of the “Bid Submission” menu, as seen below:



PROCESS: CLARIFICATIONS

Process Menu

▶ Create Bid Online (BETA)

Cycle 1

List of Submitted Bids

#	Submitted By	Name	D/P Receipt ID	D/P Submission Time	T/P Receipt ID	T/P Submission Time	Process Conformance	Status	D/P Match Result	Received on Time
☐ 1	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	✓	✓	✓	✓

REMOVE

✓ All items submitted/Contents Verified | ⚠ Partially Pass | ❌ Missing items/UnVerified Content/Late Submission

▶ List of Draft Bids (created online)

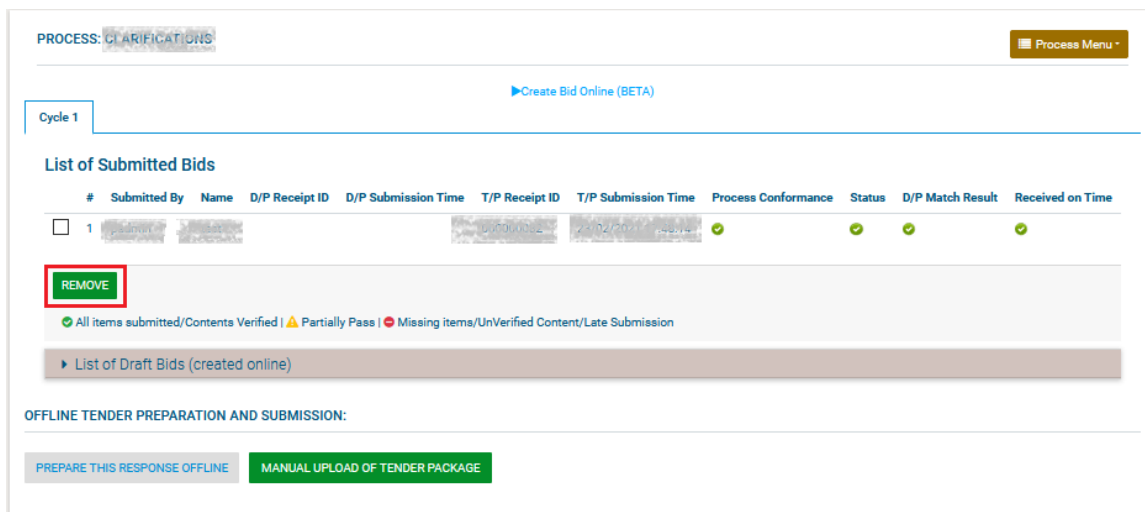
OFFLINE TENDER PREPARATION AND SUBMISSION:

PREPARE THIS RESPONSE OFFLINE **MANUAL UPLOAD OF TENDER PACKAGE**

Figure 58: List of Submitted Bids menu

2.14.2.4 Management of a Bid

Until the bid submission deadline is reached, a provider has the right to remove an already submitted bid by selecting the bid and clicking the “Remove” button (Figure 58). If a submitted bid is removed, up until the bid submission deadline, the provider retains the right to upload a new bid, by following the steps described above.



PROCESS: CLARIFICATIONS

Process Menu

▶ Create Bid Online (BETA)

Cycle 1

List of Submitted Bids

#	Submitted By	Name	D/P Receipt ID	D/P Submission Time	T/P Receipt ID	T/P Submission Time	Process Conformance	Status	D/P Match Result	Received on Time
☐ 1	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	✓	✓	✓	✓

REMOVE

✓ All items submitted/Contents Verified | ⚠ Partially Pass | ❌ Missing items/UnVerified Content/Late Submission

▶ List of Draft Bids (created online)

OFFLINE TENDER PREPARATION AND SUBMISSION:

PREPARE THIS RESPONSE OFFLINE **MANUAL UPLOAD OF TENDER PACKAGE**

Figure 59: Remove already submitted bid

Under no circumstances can the provider download a submitted bid from the system and then open it in order to see the files uploaded. As aforementioned, a submitted bid is an encrypted file that the system is not authorised to decrypt until the bid submission deadline has passed and the opening staff have instructed the system to proceed to unlocking.

2.14.3 Offline Bid Preparation Tool

In this context, an offline bid means an electronic bid prepared while not connected to the Internet and does not mean a paper-based response to the process. The preparation of an offline bid follows a very similar process to the online one. In particular, after having accessed the bids page, the user should NOT click on the “Create Bid Online” link. Instead, the user should download the Evaluation Criteria and the Preparation Tool by clicking on “Prepare this response offline”. The user can disconnect from the Internet once the file has been successfully downloaded.

The downloaded file is a zip file (named TPTandC4TXML.zip by default) containing both the Process Preparation Tool (in a zip archive) as well as the process questions in an XML file. The initial zip file must be de-compressed into a local folder on the end-user PC. The Preparation Tool is a zip file that the user should also de-compress into a local directory. After de-compression, the tool should be started using the file named “TenderPreparationTool.exe”. Once the tool is started, the user should click on the “open” option and open the XML file forming the Evaluation Criteria of the Process. All the rest of the steps for bid preparation are identical to the online part.

Once all questions have been answered and the bid has been saved, the bid should be encrypted using the “Pack” button (Figure 60).

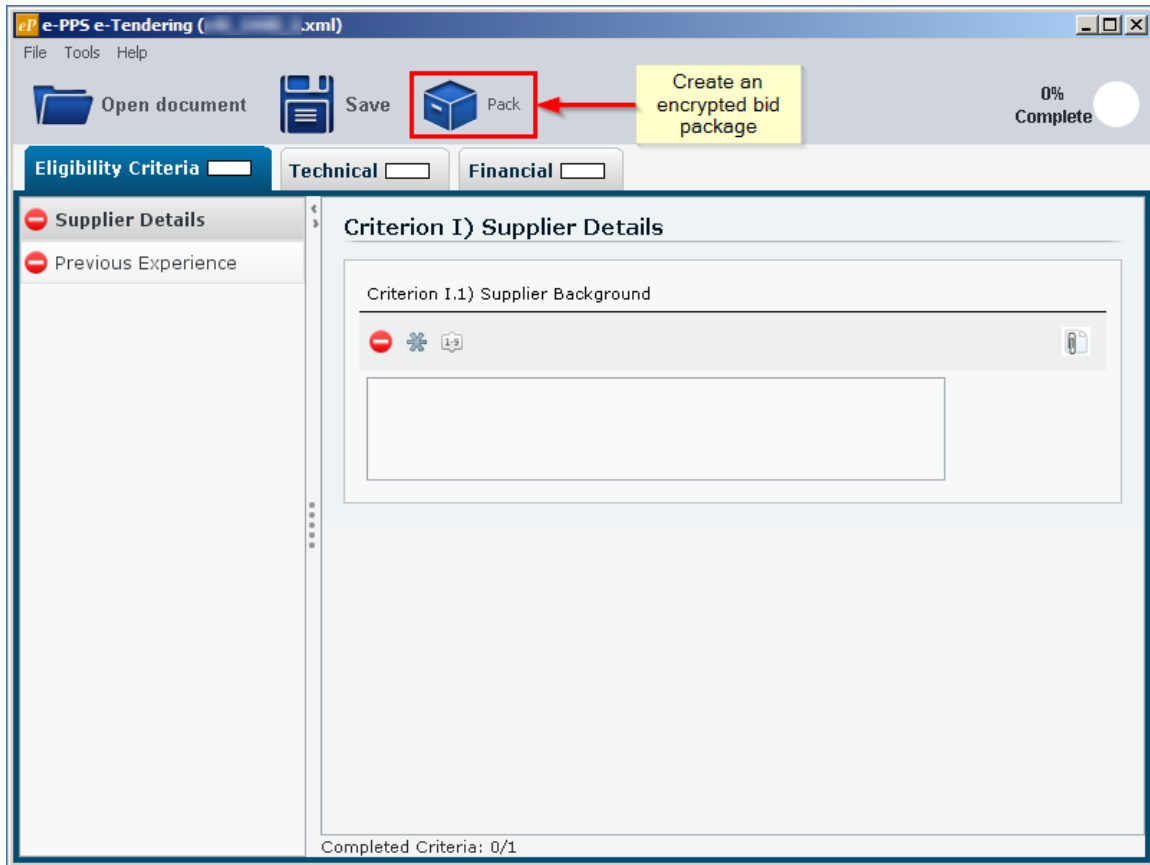


Figure 60: Offline bid preparation tool

The user then needs to return to the e-GP system to submit the bid created offline by clicking on the “Manual upload of tender package” button (Figure 58). The user will be prompted to locate and select the packed archive ending in “_TENDER.zip” for uploading. The process is completed by clicking the “Manual Upload of Tender Package” (Figure 61).

Upload Bid Package

ⓘ Please make sure that the file intended to be uploaded is the bid package created by the bid preparation tool, else you risk your bid to be rejected during the Opening phase. The filename of your bid should be in the form XXXX_TENDER.zip.

In case you have not created your bid through the bid preparation tool please consult:
- the [User Guide](#).

You may download the bid preparation tool from here: [Bid Preparation Tool](#).
You may download the necessary bid structure for this particular process from here: [Bid Structure](#)

PROCESS: CLARIFICATION

Process Menu

Locate the Bid package to upload: *

Browse...
No file selected.

UPLOAD

CANCEL

Figure 61: Upload offline bid package

2.15 Accept Modified Provider's Financial Value

In case the finalized value of the provider's bid is modified by the BEC users, the corresponding provider admin user will be tasked to approve the updated financial value.

Upon clicking on the relevant task available on his task list, the provider admin will be directed to a page where he will be able to approve or reject, with a mandatory reason, the financial value update.

Task List

10
Results per page / Displaying the 1 match.

Title
Task
Task Creation date
Associated Deadline
Process Reference number

Review BECC Financial Values

02/04/2024 10:00:07

No deadline is associated with this task

7633A766A-2C26-4E11-9000-74

Figure 62: Review BEC Financial Values task

In case the provider admin user selects the "Accept" option, the financial value will be automatically updated.

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In case the provider admin selects the “Reject” option, the financial value will not be modified and the reason for the rejection will be sent back to the BEC.

The provider will have 5 working days to respond, if not the request will be automatically rejected.

Review BECC financial values

PROCESS: TEST APDP Process Menu

PROVIDER ORGANISATIONS: 18P04idhC2

PROCESS RECEIPT ID: 1888888C29

Financial

Conversion Rate

Provider (LBR)	ECC (LBR)	Review	Reason
Price	5000.00	188888888.000000	

CANCEL SAVE

Figure 63: Accept/Reject Financial Value Update

2.16 Postqualifications

Postqualifications are requests submitted by the Procuring Entity in the context of a specific Process at the end of the evaluation phase. They are very similar to Evaluation Clarifications, except that they are targeted at the bidder who was ranked in first position. To preview any postqualification request the user needs to select the “Postqualifications” option found under the Process menu (Figure 64).



Figure 64: Postqualifications menu selection

A list of all the postqualification requests is displayed (Figure 65). The provider user must respond to all the postqualification requests by selecting the radio button and clicking on the “Answer Postqualification Request” button.

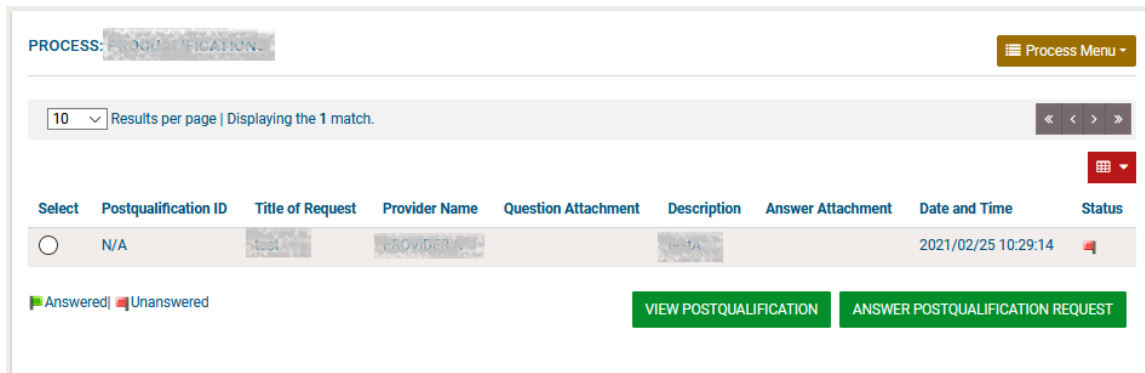


Figure 65: List of postqualification requests

The user completes the Postqualifications by providing his response in the “Postqualifications” text area. Supporting documentation can be attached. Where multiple documents need to be provided, these should be combined in a zip file.

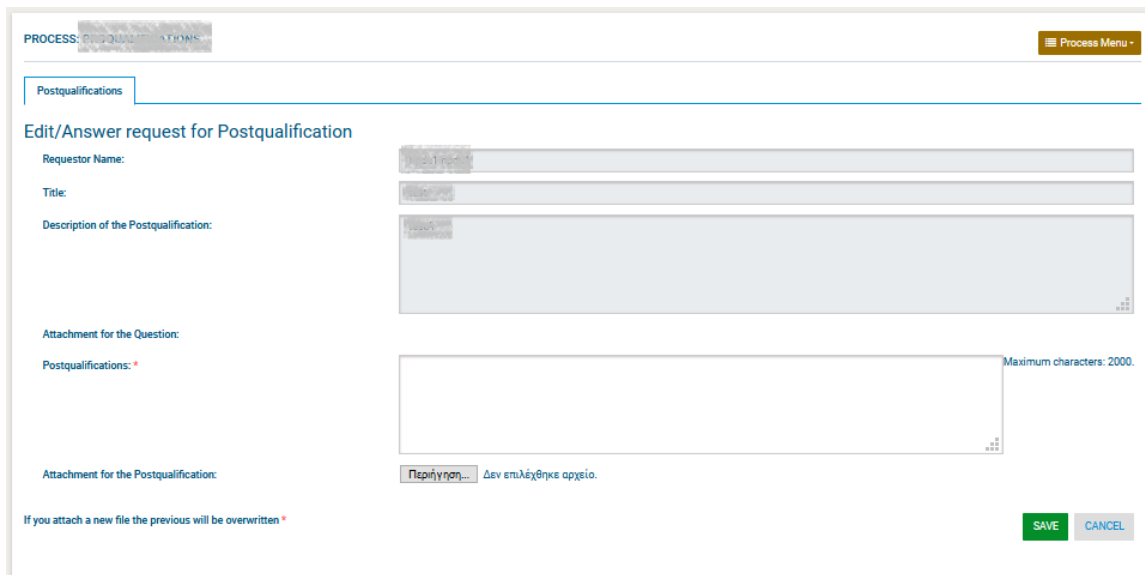
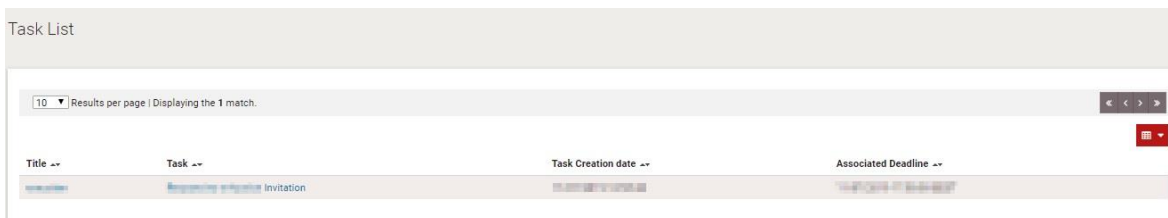


Figure 66: Respond to postqualification

2.17 E-Auctions

2.17.1 Participation in an e-Auction Event

In order to respond to the e-Auction invitation the bidder needs to select the task **“Respond to the e-Auction Invitation”** in his task list (Figure 67).



Title	Task	Task Creation date	Associated Deadline
Responding e-auction invitation	Responding e-auction invitation	15/08/2024 10:00:00	15/08/2024 10:00:00

Figure 67: Respond to an e-Auction invitation

The user has the option to “Accept to participate in the e-Auction event” or to “Decline to participate in the e-Auction event”. The system informs the user regarding acceptance (Figure 68) / rejection (Figure 70) decision.

Accept/Decline e-Auction Invitation

PROCESS: E-AUCTION AND AWARD Process Menu

E-AUCTION:7180

Answer e-Auction Invitation : ☐ I Accept To Participate In The e-Auction Event ☐ I Decline To Participate In The e-Auction Event

CANCEL SUBMIT

Figure 68: Accept an invitation to participate in an e-Auction event

e-Auction Invitation Acceptance Results

PROCESS: E-AUCTION AND AWARD Process Menu

E-AUCTION:7180 ORGANISATION NAME :PROVIDER A

e-Auction Invitation Status

Your Organisation has accepted the e-Auction invitation

Enter e-Auction Room

Figure 69: Accept an invitation to participate in the e-Auction event

Accept/Decline e-Auction Invitation

PROCESS: E-AUCTION AND AWARD Process Menu

E-AUCTION:7180

Answer e-Auction Invitation : ☐ I Accept To Participate In The e-Auction Event ☒ I Decline To Participate In The e-Auction Event

CANCEL SUBMIT

Figure 70: Decline an invitation to participate in the e-Auction event

e-Auction Invitation Acceptance Results

PROCESS: E-AUCTION AND AWARD Process Menu

E-AUCTION:7180 ORGANISATION NAME :NONAME

e-Auction Invitation Status

Your organisation has declined the e-Auction invitation, Or The e-Auction has finished, Or you do not have the rights to access the e-Auction

Figure 71: e-Auction invitation acceptance results (declined invitation)



It is important the bidder to accept the invitation at least 30 minutes before the e-Auction start date, else he will not be able to accept the invitation and participate in the e-Auction event. The start date of the auction is available in the Auction's details.

In order to participate in the auction event, the bidder needs to enter the e-Auction room. This functionality is accessible from the “**e-Auctions**” option of the **Menu**.

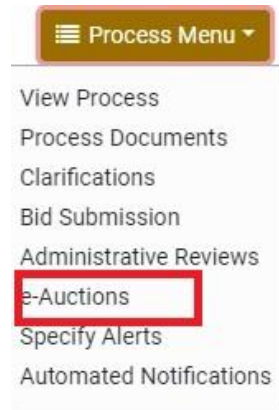


Figure 72: Menu, option “e-Auctions”

A list with all e-Auction events scheduled for the particular Process will be displayed to the user (Figure 73). For each Lot contained in the Process a separate e-Auction event will be held. The list contains detailed information regarding the event. In particular, the system allows to display information such as the type of event, whether the event is official or practice and the starting date for the event.

List Of e-Auctions Related To process						
PROCESS: E-AUCTION AND AWARD						Process Menu
List of e-Auctions						
Lot Reference Id	Lot Name	e-Auction Id	Type	Official / Dummy	e-Auction Start Date	
N/A	N/A	7180	Round-based	Official	2021/03/02 15:00:00	Enter e-Auction Room

Figure 73: List of e-Auctions related to the CfT

Selecting the “**e-Auction Id**” allows the user to preview all details of the event (Figure 74) while selecting the link “**Enter e-Auction Room**” allows the user to enter the e-Auction room which provides all the bidding functionality (Figure 74).

PROCESS: E-AUCTION

Process Menu

E-AUCTION ID : 9704 (OFFICIAL)

E-AUCTION TYPE :

Round-based

E-AUCTION EVALUATION METHOD:

Least Cost Selection (LCS)

E-AUCTION STATUS:

Open

NUMBER OF ROUNDS :

2

DURATION OF ROUND (MINUTES):

20

INTERVAL BETWEEN ROUNDS (MINUTES):

4

BID SUBMISSION TYPE :

Overall

THE E-AUCTION START DATE :

2024-08-19 10:00:00

AUCTION CURRENCY :

USD

E-AUCTION BIDDING VISIBILITY :

Limited Visibility

E-AUCTION ROUNDS

Sequence Number	Round Id	Round Status	Start Date
1	9704-1	Open	2024-08-19 10:00:00
2	9704-2	Pending	2024-08-19 10:20:00

Figure 74: Detailed information regarding the e-Auction event

2.17.2 Submission of an Offer

All the auctions in e-GP are Reverse Auctions.

Also, the system supports the three following types of events:

- Round based
- Time based
- Combination

Access to the e-Auction room will be enabled only at the commencement date and time specified for the event. The user needs to select the button “**Enter e-Auction Room**” to access the e-Auction room.

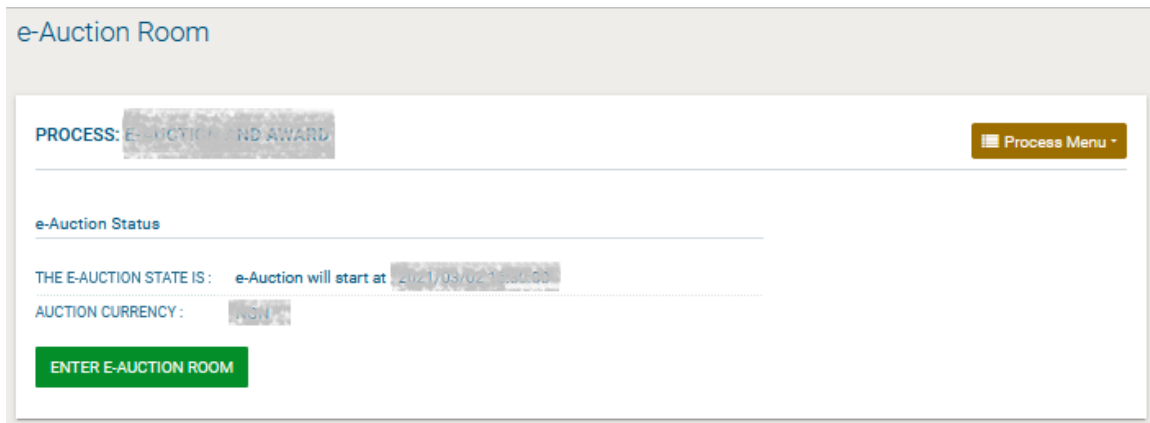


Figure 75: e-Auction status

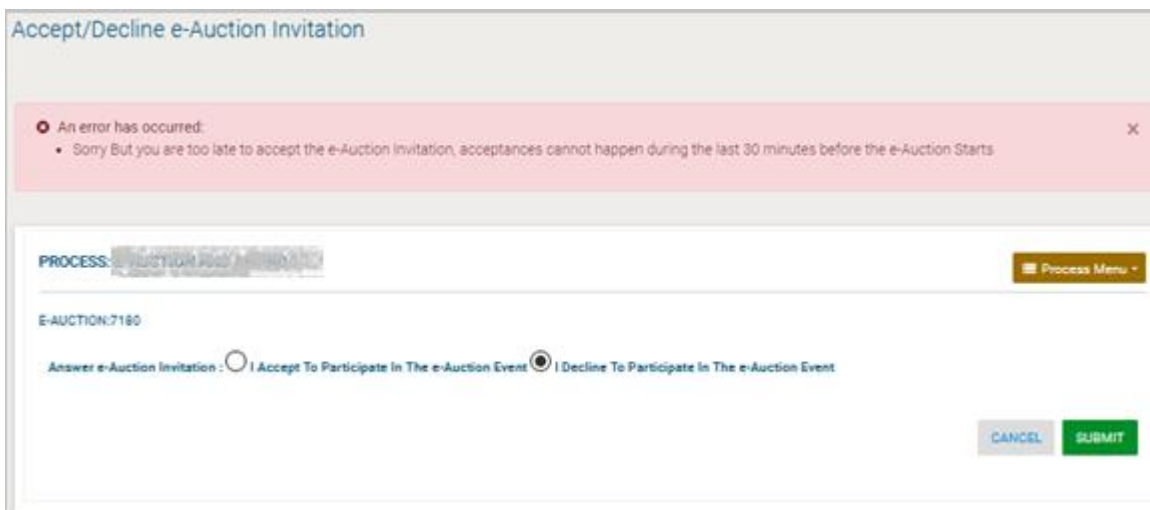


Figure 76: Unable to attend e-Auction

The e-Auction room provides all functionalities for placing a bid for events containing financial criteria.

In both cases the bidder can visualize the following information at the top of the page (Figure 77):

- The e-Auction state (status, round, etc.)
- The e-Auction currency
- Time Left To the End Of The Round
- Minimum Bid Difference
- Auction Currency
- View Current Bid Details

The screenshot displays the 'e-Auction Room' interface. The main section is titled 'PROCESS: e-AUCTION AND AWARDS'. It contains several tabs: 'e-Auction Status', 'Bidding Information', and 'Financials'. The 'e-Auction Status' tab is active, showing fields for 'THE AUCTION STATE IS:', 'AUCTION CURRENCY:', 'THE BIDDING:', 'BIDDING INFO:', 'VIEW FULL AUCTION DETAILS', 'BIDDING INFORMATION', 'CURRENT BEST BID', 'NEXT WINNING BID', 'MINIMUM BID DIFFERENCE', 'PREVIOUS BID VALUE', 'CURRENT RANKING', and 'VIEW MY BID HISTORY'. The 'Bidding Information' tab is also visible, showing a table with columns 'Provider Value' and 'Provider Bid Value'. The 'Financials' tab is active, showing a table with columns 'Current Year', 'Year 1', and 'Overall'. The table data is as follows:

	Provider Value	Provider Bid Value
Current Year	0.00	0.00
Year 1	0.00	0.00
Overall	0.00	0.00

At the bottom right, there is a green 'SUBMIT BID' button. On the right side, there is a 'MESSAGE BOARD OF e-AUCTION: 7:30' section with a 'MESSAGE' field and a 'SEND MESSAGE' button.

Figure 77: e-Auction room, main information regarding the e-Auction

2.17.3 Placing a bid in e-Auctions

The user provides his financial bid in all participating criteria and then selects the button “**Submit**” to submit the bid in the system.

In addition to the information described in Figure 77, the following information (Bidding Information) fields are displayed in the e-Auction:

- CURRENT BEST BID
- NEXT WINNING BID
- MINIMUM BID DIFFERENCE
- PREVIOUS BID VALUE
- CURRENT RANKING
- VIEW MY BID HISTORY
- VIEW LATEST BID FROM ALL PARTICIPANTS
- VIEW BID HISTORY FROM ALL PARTICIPANTS

The section “**User**” provides ranking information during the bidding process. The displayed information depends on the e-Auction visibility criteria which are specified by the e-Auction Coordinator.

The system prompts the user to confirm the submission of his bid. The message contains all details regarding the particular bid. Selecting the button “OK” will submit the bid in the platform while, the button “Cancel” will cancel the operation.

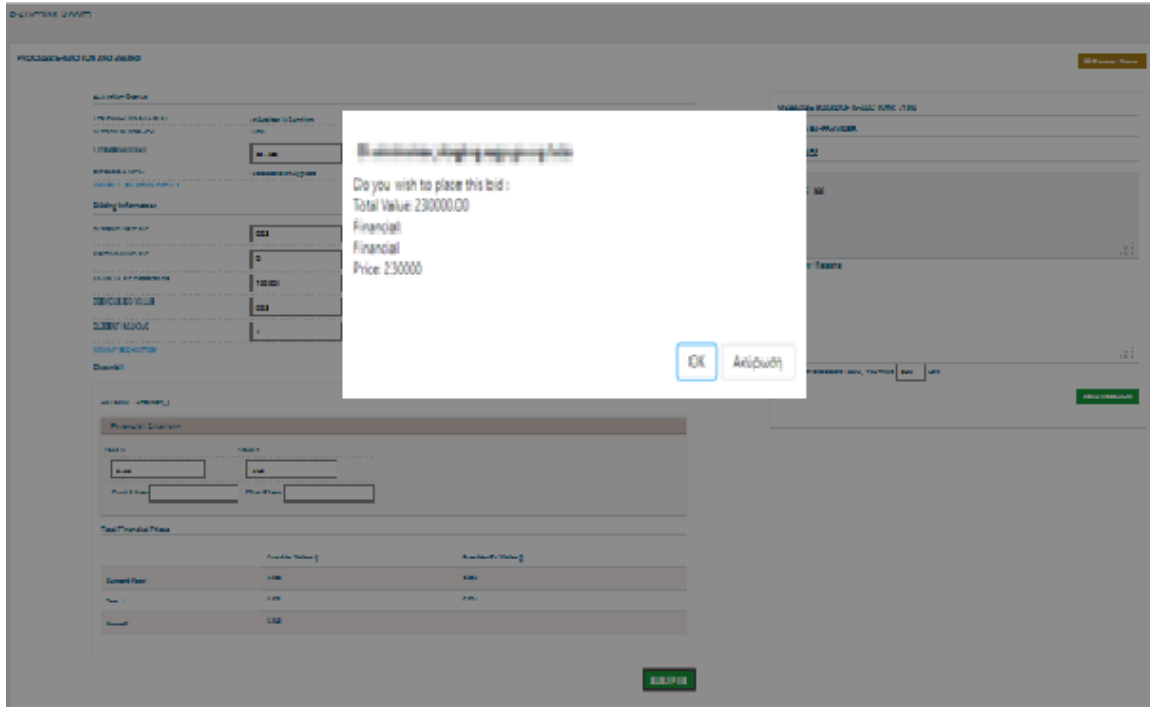


Figure 78: Confirm submission of bid

If the bid is valid, an acceptance message will be displayed. The acceptance message contains the unique “Bid Receipt Id” and the unique “Bid Hash”.

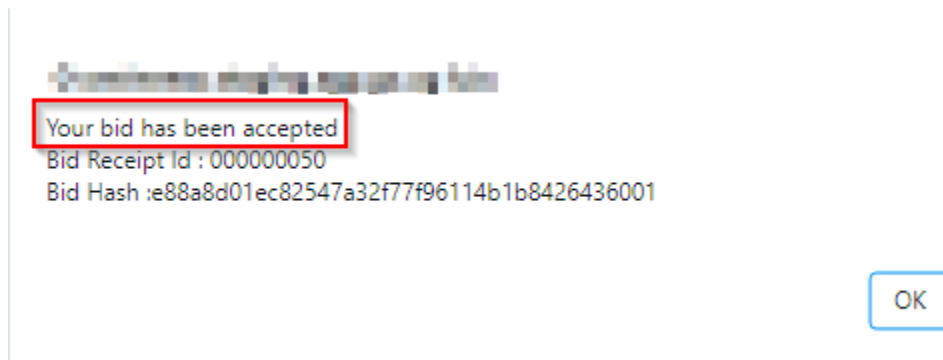


Figure 79: Acceptance message

If the bid is not valid, an error message will be displayed to the user (Figure 80). The error message will describe why the bid has not been registered in the system.

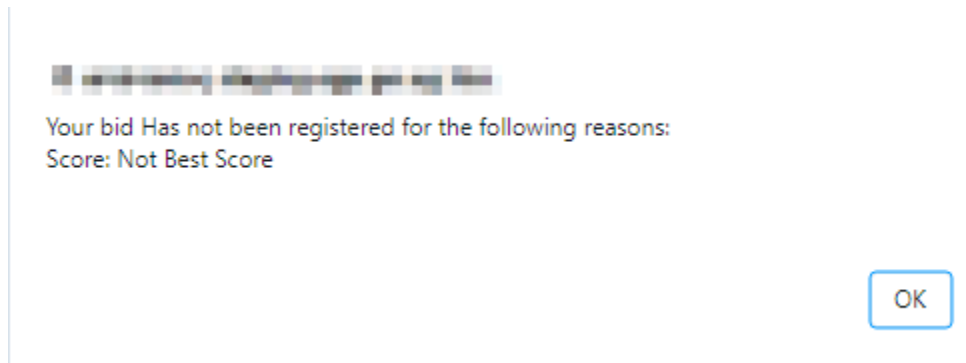


Figure 80: Bid has been rejected

Depending on the bid visibility option, the user can view a list with:

- All the bids submitted by him
- The latest bid from all participants
- The bids submitted by all participants

E-AUCTION ID : [REDACTED] (OFFICIAL)

E-AUCTION TYPE :	Round-based
E-AUCTION EVALUATION METHOD:	Least Cost Selection (LCS)
E-AUCTION STATUS:	Open
NUMBER OF ROUNDS :	2
DURATION OF ROUND (MINUTES):	4
INTERVAL BETWEEN ROUNDS (MINUTES):	2
BID SUBMISSION TYPE :	Overall
THE E-AUCTION START DATE :	[REDACTED]
AUCTION CURRENCY :	[REDACTED]
E-AUCTION BIDDING VISIBILITY :	Full Visibility

E-AUCTION ROUNDS

Sequence Number	Round Id	Round Status	Start Date
1	[REDACTED]	Closed	[REDACTED]
2	[REDACTED]	Open	[REDACTED]

Figure 81: Finalized Bids

2.17.4 Extensions

Automated extensions are enabled by the e-Auction Coordinator during the creation of the e-Auction Time Based event.

Information regarding the use of automated extensions is available for the user when previewing the detailed information of the e-Auction event.

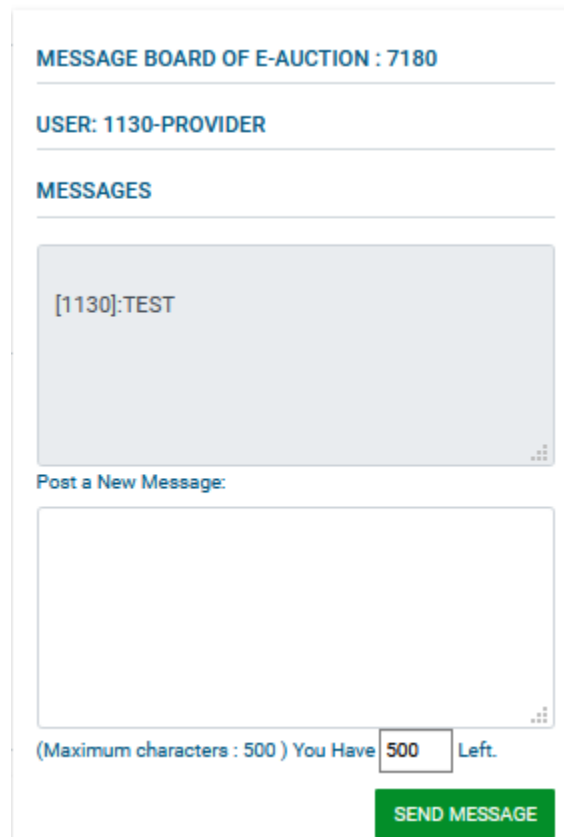
In order for the user to create a Time based event, the following information must be provided:

- Duration of e-Auction event
- Enable Automated Extensions
- Duration of Extension

Time before the of e-Auction when extension is possible
Maximum number of automated extensions
During the bidding process, the user previews if an extension has been applied.
When an extension is applied, the platform displays the extension number and end time and date
of the extension.

2.17.5 Message Board

The e-Auction module provides a message board functionality for the prompt communication
between Bidders and the Coordinator of the e-Auction.



The screenshot shows a web interface for the e-Auction message board. At the top, it says "MESSAGE BOARD OF E-AUCTION : 7180". Below that, it says "USER: 1130-PROVIDER". Underneath is a section titled "MESSAGES" which contains a single message: "[1130]:TEST". Below the messages is a section titled "Post a New Message:" with a large text input area. At the bottom of the input area, it says "(Maximum characters : 500) You Have 500 Left." and there is a green button labeled "SEND MESSAGE".

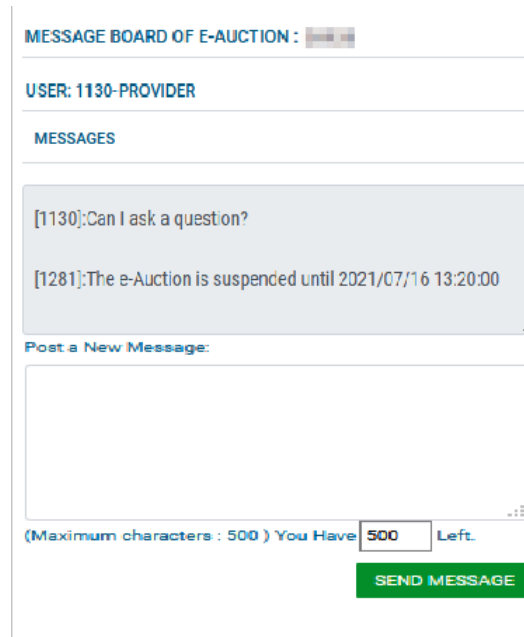
Figure 82: e-Auction message board

The upper part of the message board displays all messages posted by participating Bidders and the messages/replies posted by the e-Auction Administrator.

In order to post a message, the user fills the “**Post a new message**” section and then, selects the button “**Send Message**” to post the message on the board (Figure 82).

2.17.6 Suspension of an e-Auction Event

When the event is suspended no further bidding is permitted (during the suspension period). The platform informs all participating Bidders that the event is suspended and also when the event will resume. When the event is resumed, the user needs to select the button “**Enter e-Auction Room**” to access the e-Auction room and to continue bidding.



The screenshot displays the 'MESSAGE BOARD OF E-AUCTION' interface. At the top, it identifies the user as 'USER: 1130-PROVIDER'. Below this, a section titled 'MESSAGES' contains two entries: '[1130]:Can I ask a question?' and '[1281]:The e-Auction is suspended until 2021/07/16 13:20:00'. A text input area for 'Post a New Message:' is provided below the messages, with a character count indicating '(Maximum characters : 500) You Have 500 Left'. A green 'SEND MESSAGE' button is located at the bottom right of the input area.

Figure 83: e-Auction is suspended

2.17.7 Preview of a Completed e-Auction

At the end of the e-Auction, the platform will display the auction detailed information (Figure 84).

e-Auction Detailed Information

PROCESS: **E-AUCTION AND AWARD** (STATUS: EVALUATION) Process Menu

E-AUCTION ID: **7168** (OFFICIAL)

E-AUCTION TYPE: **Round-based**

E-AUCTION EVALUATION METHOD: **Least Cost Selection (LCS)**

E-AUCTION STATUS: **Terminated**

NUMBER OF ROUNDS: **2**

DURATION OF ROUND (MINUTES): **60**

INTERVAL BETWEEN ROUNDS (MINUTES): **120**

BID SUBMISSION TYPE: **Per year**

THE E-AUCTION START DATE: **2021/08/02**

AUCTION CURRENCY: **USD**

E-AUCTION BIDDING VISIBILITY: **Limited Visibility**

E-AUCTION ROUNDS VIEW PROCUREMENT OFFICER REPORT

Sequence Number	Round Id	Round Status	Start Date
1	7168	Terminated	2021/08/02 12:00:00
2	7168	Cancelled	2021/08/02 12:00:00

Figure 84: e-Auction detailed information

In order to view the bidding results the user needs to select the button “**View provider Report**” (Figure 95).

The platform will provide the following information to participating Bidder (Figure 86):

- Winning bid of the e-Auction
- Ranking of the Bidder
- Best bid of the bidder
- Detailed information for all received bids from the Bidder
- Ranking information per round
- Several e-Auction charts (Figure 87 and Figure 88)
- Bid details

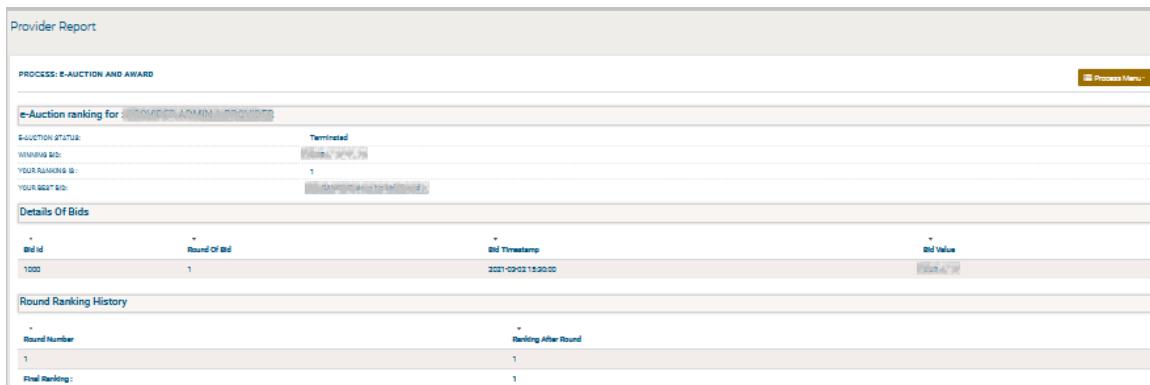


Figure 85: Bid information general (1)

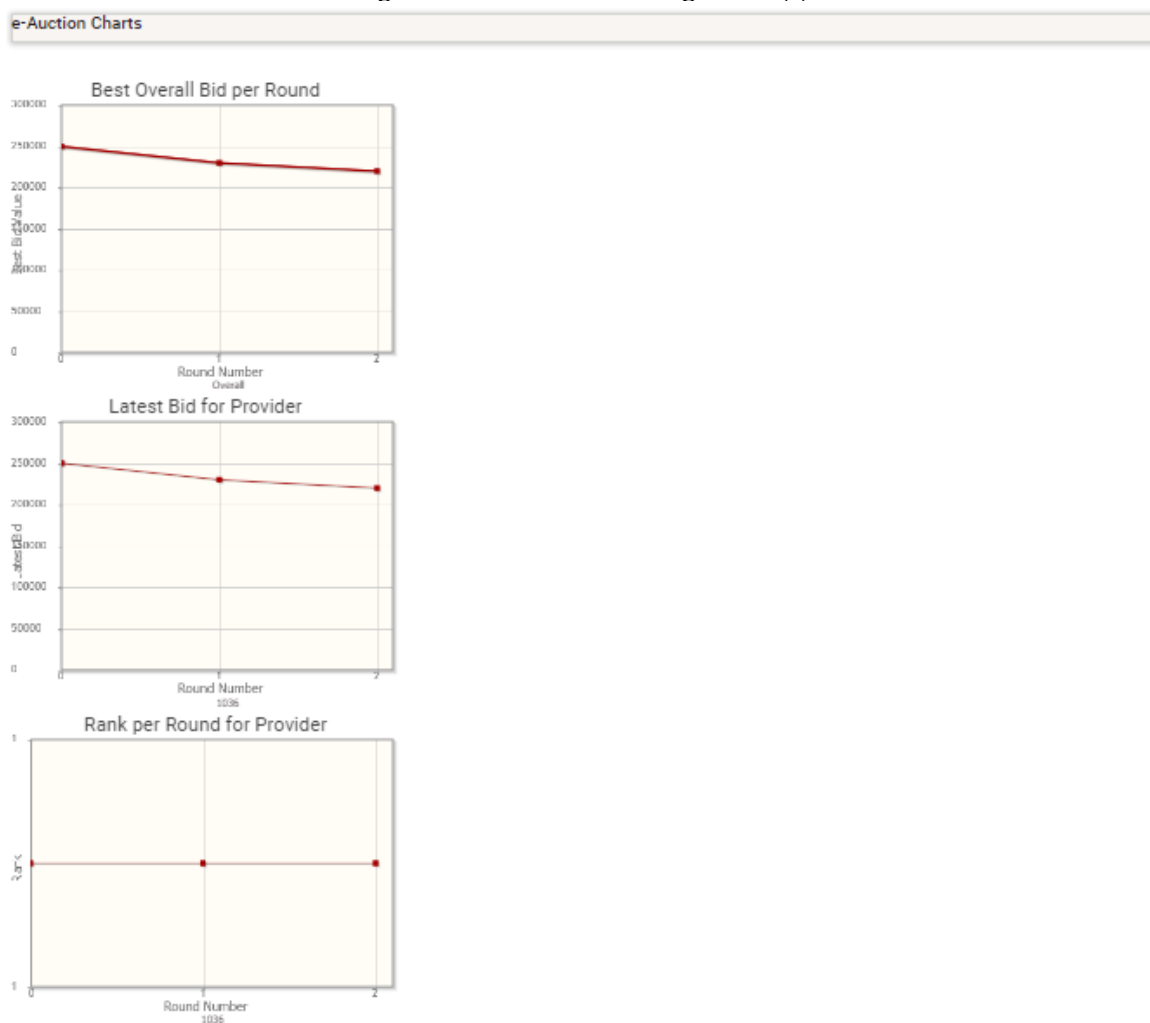


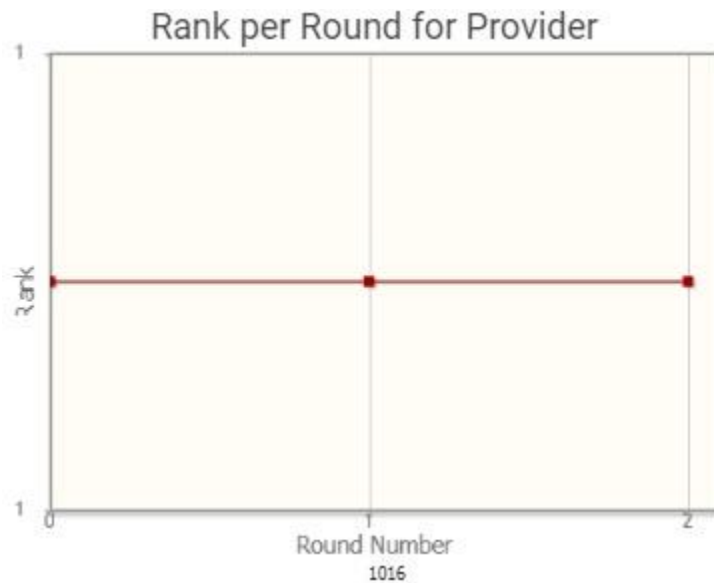
Figure 86: Bid information general (2)



Figure 87: Best Overall Bid per Round

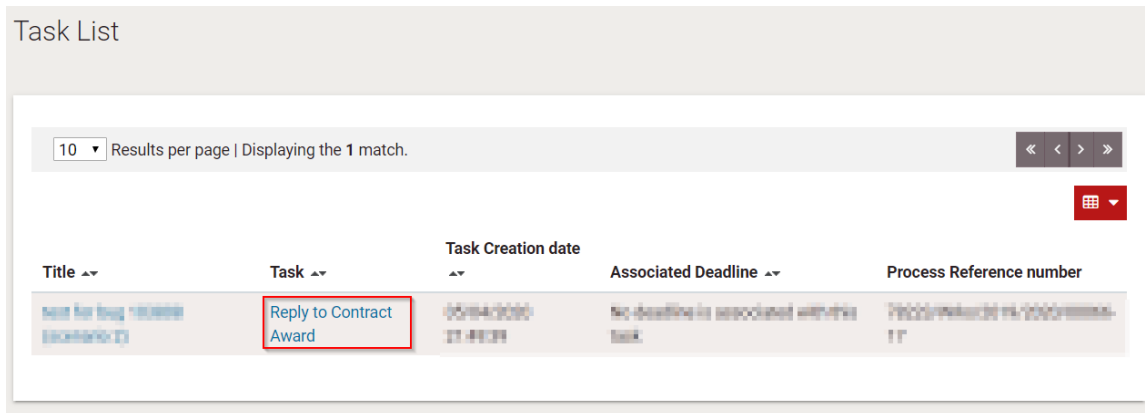


Figure 88: Latest bid for Provider



2.18 Accept Contract

The Provider Admin will be tasked to Approve or Reject the Draft Contract, with a mandatory reason.



Contract Award

PROCESS: **AUCTION AND AVAL** Process Menu

Please note that failure to accept this contract award will result in forfeiting of your Bid Security and additional steps may be taken against you, including suspension from participation in Government procurements for a defined period.

Do you accept the contract award? *

☐ Accept ☐ Decline

If the award is declined, please provide a reason.

SUBMIT CANCEL

Figure 91: Accept/Decline Contract Award

2.19 Helpdesk Contact Details

To contact the e-GP helpdesk you may visit the “Contact Us” link.

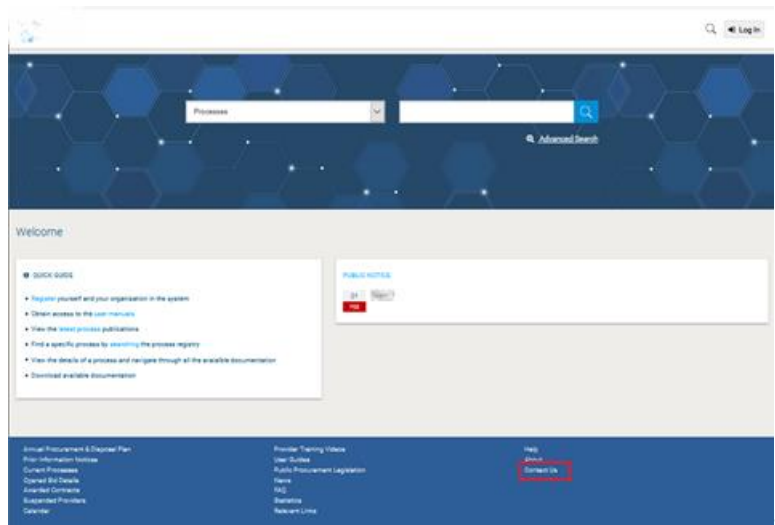


Figure 92: Contact us link

The user may either select to fill in an online form and send it through the system, or directly contact the helpdesk team via phone or email.

Contact Us

For technical support on e-GP you may contact us through email or phone.

HELPDESK CONTACT DETAILS

EMAIL:

helpdesk@epc.com

ONLINE FORM

Your Name *

Your Organisation *

User email *

Phone number *

Subject *

Question *

SUBMIT

Figure 93: Contact us form



END OF DOCUMENT