



# Supplier Guide

*Version 2.3 valid from 31.03.2022*

- **tenders**

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## I.

### Partecipation in a tender

Slovenské elektrárne, a.s. (SE, a.s.), publish tenders in which candidates can apply on the website <https://www.seas.sk/pre-dodavatelov/obstaravanie/tendre/>. Candidates can also find all published tenders on the public profile of Eranet for SE, a.s. <https://seas.eranet.sk/#/tenders>.

In the case of some procurement procedures, you can receive an invitation to submit a bids or applications based on the registration of your company in the Eranet system or on the basis of your qualification in the announced Qualification systems in the Eranet.

The above lists are accessible without logging in.

After your login, you can see tenders in three lists in the Eranet menu item "List of procurements":

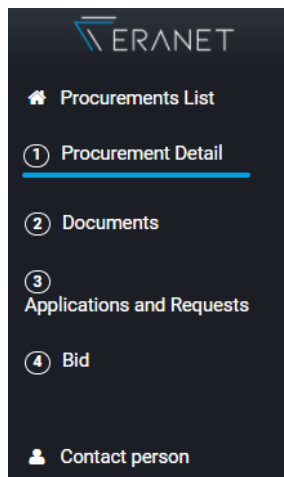
- **My competitions** - here you see the tenders where you were invited, you asked for tender documents, or you have already submitted data or documents in them
- **Overview of public tenders** - here you can see all tenders that have been published on the portal, some tenders are visible even after their completion
- **My Market Research** - here you can see all the market researches you have been invited to

You receive invitations to submit bids in the tender, or invitations to the next rounds of negotiations in the tender by e-mail to some of the contact persons. During the tender, you communicate with the buyer through messages - you receive such messages to the user account under which you are logged in, and the notification of the message comes to your e-mail box. You can see the messages in the order in the section of the order "Applications and communication (resp. Application and requests in the case of orders according to PPA). You can see all messages from all tenders in the Eranet "Communication" menu.

## I. A

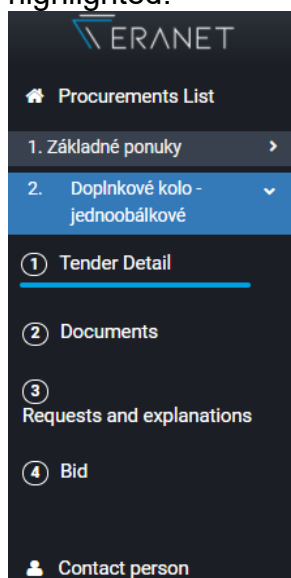
### Structure of a tender

If you are logged in, after clicking on the tender, you will enter the details of the tender. Each tender is structured into several numbered steps taking into account the procurement process, which are displayed on the left menu of the tender:



- Procurement Detail – basic information about the tender
- Documents - you will only see the documents if you request it
- Applications and Requests - you have the opportunity to submit documents in the Application, if required, at the same time here you can see sent and received messages
- Bid - may not be visible at first if it is at first requests the submission of documents in the Application (or in the Request for participation)

Each tender can be organized in several rounds, in which case you see the same structure of parts in each round, the round and the part in which you are located are highlighted:



## **I. B**

### **Detail of a tender**

The first part of the “Tender Detail” contains the basic contract-related information, in which only the following information is displayed to the supplier / public in detail (other information can only be found in the Tender Documents):

**1** *General Information*

Information about public contracting authority, tender, financial information, information about contract, access of suppliers.

**2** *Deadlines*

Bid submission deadline, date of the opening of bids etc.

## I. C Documents

Tender documents are available in this section. To display published documents press the „I am asking for Tender Documentation“ button. **By doing so you will show your interest in the Tender and you will be a candidate for this tender, and if there is any additional information in the Tender, you will be informed by Procurer.**

Documents have not been downloaded yet. If you want to download them, press the button "I'm asking for Tender Documentation" below.

I'm asking for Tender Documentation

In some cases or procurement procedures, documents are available also on public profile of system ERANET to which a link is available at the log in page. Suppliers should ask for them to stay candidate of the tender. Also the number of documents may change during the tender, some documents may be visible later only after the specified conditions are met.

In the case of procedures under the Public Procurement Act, the published information and documents are accessible even after the end of the tender.

## I. D

### Applications/Requests and communication with the contracting authority

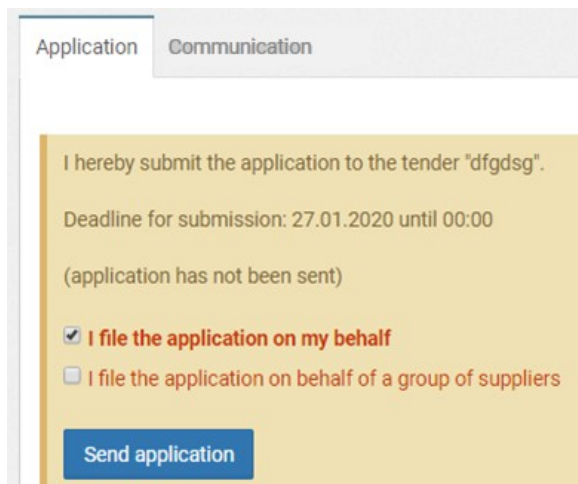
#### 1. Application (tenders out of the Public procurement Act)

The contracting authority **may** ask suppliers for the application in the "Application and Communication" section of the "Application" tab before the tender documents has made available, or before the bid is submitted. Then the supplier must first submit the application. In this case, you will see the option to apply for the tender and the application may also include a table for uploading such documents.

**Attention: please do not submit the application until these documents have been uploaded.**

You can withdraw your application by the deadline for submitting your application, and resubmit it, for example, if you have decided to add some additional information.

Only those candidates whose application is accepted or who have fulfilled the required conditions will be invited to submit a bid.



After submitting the application form, information about its delivery is sent to your email address.

If the contracting authority does not require the submission of an application, you will directly submit the tender, see Part I.D Bid submission.

#### 2. Request for participation (tenders under the Public Procurement Act - PPA)

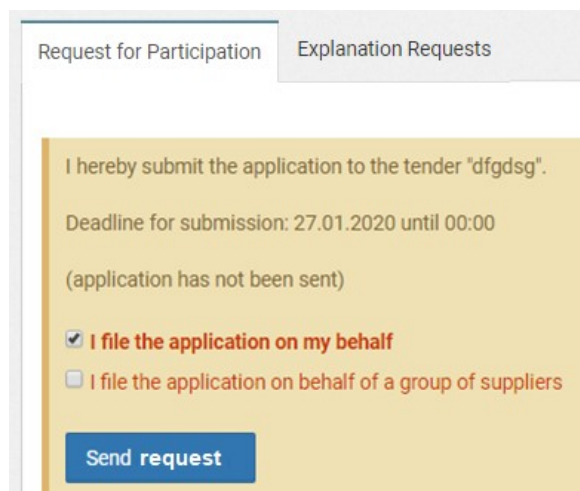
The request for participation shall include a table for uploading documents to show that the conditions for participation have been met.

**Attention: please submit these requests after uploading these documents.** The conditions of participation may be replaced by the European Single Procurement Document (ESPD), in which case the documents in the individual sections - Personal

Status, Financial and Economic Status and Technical or Professional Competence, you do not need to present the documents.

You can download and re-submit your request by the deadline for submission, for example, if you have decided to add some additional information.

Only those candidates who meet the conditions for participation will be invited to submit a bid.



After submitting your participation request, information about its delivery is sent to your email address.

For some PPA procedures, meeting conditions of participation may not be required separately. In this case, the uploading documents with the conditions for participation will be a part of the bid submission.

### **3. Sending messages**

In step No. 3. of bidding on the tab "Communication" respectively "Explanation requests" you can send electronic messages directly via ERANET. The recipient receives a notification about each message in his e-mail box, but he can read the content of the message only in the ERANET and its reading is recorded.

#### **SENDING A MESSAGE**

To create a request press the „Send Message“ button.

By pressing  you are able to attach a file to the request.

To send your request press the „Send“ button to the responsible buyer.

Writing a new Message

---

To:

---

Subject: Subject 

---

Firma Antik

-

Antik Telecom s.r.o. | zelena 8 | 04200 Košice

tel.: +421908284930

e-mail: barborakordova@gmail.com

Cancel
Send 

After typing the message, press the "Send" button and the message will automatically be delivered to the person responsible for the specific tender.

## **REPLY TO A MESSAGE**

If you get a message, you will get an email notification on it. Based on the notification, you need to login into the system and new message will be displayed in the upper, black menu, section „Communication“. By pressing the „Communication“ button, you will have access to all your messages.

| ERANET                                                                                                                                                                            |  |                                   | List of Procurements   | Communication <span style="background-color: red; color: white; padding: 0 2px;">54</span> | EN  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------|------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Date and time: 11.10.2018 15:41                                                                                                                                                   |  |                                   |                        |                                                                                            |                                                                                          |                                                                                       |
| More information                                                                             |  |                                   |                        |                                                                                            |                                                                                          |                                                                                       |
|                                                                                                                                                                                   |  | Subject                           |                        | Date                                                                                       |                                                                                          |                                                                                       |
| Delivered                                                                                                                                                                         |  |                                   |                        |                                                                                            |                                                                                          |                                                                                       |
| Sent                                                                                                                                                                              |  | Priezvisko Meno (Organizácia ABC) | ziadost o vysvetlenie  | 14.08.2018 17:14                                                                           |                                                                                          |                                                                                       |
| 1-18 z 18   |  | Priezvisko Meno (Organizácia ABC) | Unread Message ID: 922 | 10.08.2018 12:44                                                                           |                                                                                          |                                                                                       |

**The content of the message is visible only after first opening of the message.** To respond on a message, press the „Reply“ button and follow the previous instructions.

**Messages are always sent to a specific user.** If your organization has multiple users, incoming and outgoing messages are not visible to users. Each user has access only to the messages they have received / sent. In case there is a change in the person who submits bids on behalf of your company and communicates with the procurer, it is necessary to inform the procurer/buyer about this change through communication/message. A similar situation can occur with the procurer if there is a change of procurer or is unavailable during the holiday.

## I. E Bid Submission

After evaluating the conditions of participation (when they required), you will receive a notice inviting you to submit tenders.

In other cases, you are bidding directly upon invitation from the contracting authority or as an expression of your interest if the tender has been published.

The "Tender Requirements" section is intended for loading documents in accordance with the instructions in the tender specifications. The section "Bid" is intended for entering prices and other pricing requirements.

The section "Bid Submission" is intended for the act of bid submission.

A bid has to be submitted according to the tender documentation. Please, read the tender documentation carefully. If there is some missing information that is necessary to submit a bid, you will see the notice on it in the section "Bid Submission".

**Please note that the bidder's bid is not considered as submitted before its submission. If the candidate uploads documents into the system and does not press the button for sending them, the offer is not considered sent!**

Please make sure you have all the required documents uploaded and all the required parts are filled in. For any facts that prevent you from submitting your offer via ERANET, you are always alerted in the "Bid Submission" section.

You are always alerted on the "Bid submission" tab of the facts that prevent the offer from being sent through ERANET.

Bid

Requirements

Bid Submission

Obligatory details are filled in. Make sure you have uploaded the relevant documents and submit your bid.

by submitting bid within the tender "dfgdsg" I agree to the terms for submission of electronic bid in ERANET

- I'm a person authorized to submit a bid for supplier
- I meet the requirements for the subject the tender
- I submit the tender in accordance with the tender documentation the tender
- I am familiar with the terms for submission of electronic bid in ERANET system

[Term and conditions of ERANET use](#)

Submission Deadline:

Bid has not been submitted

☒ I offer my offer on my behalf

☐ bid on behalf of a vendor group

**Bid Submission**

### **Most common mistakes:**

- Missing address** in the profile of supplier that is necessary to send a bid.
- Missing values** in the part „Bid“ (for instance missing prices on items)
- Bidding in the last minutes** – we highly recommend to submit a Bid in advance. Otherwise you risk, you miss the deadline for Submission. Have in mind, that your Bid will be to Procurer available first after its opening in the date and time not earlier than the Bid Submission Deadline.

## 1. Bid Submission

Bidding in the ERANET is divided into:

- **Bid**
  - You are able to **enter unit prices or prices per lot** (tender with multiple lots).
  - In case of **Multi-criteria**, you will have to enter bid price and other criteria.

Bid - price (filled by supplier)

| Order     | Name        | MU | Quantity | VAT<br>Bulk insert of VAT? | Price per Unit<br>VAT excluded (in EUR) | Price per Unit<br>VAT included (in EUR) | Celková cena<br>VAT excluded (in EUR) | Total Price<br>VAT included (in EUR) |
|-----------|-------------|----|----------|----------------------------|-----------------------------------------|-----------------------------------------|---------------------------------------|--------------------------------------|
| 1.        | cena celkom | ks | 100      | 20 ✓                       | 1500 ✓                                  | 1800 ✓                                  | 150000 ✓                              | 180000 ✓                             |
| Total Bid |             |    |          |                            |                                         |                                         | 150 000                               | 180 000                              |

- **If you are registered for tax/VAT:** Enter rate of VAT and unit price excluding VAT. The system will calculate total price automatically. If every unit has the same rate of VAT, enter rate of VAT an bloc. If you did not set up you are registered for VAT in registration process, go to your profile and set it up.
  - **If you are not registered for tax/VAT:** The system will apply a zero VAT rate automatically. In this case, you will need to enter unit prices.
  - In this section you also enter **other pricing requirements**, if required (price list, draft of contract)
- **Tender requirements**
    - You are able to upload a file to every requirement. In this section, you can see the complete list of the tender requirements. To upload a document, press the button in the column "Attachment from procurer" and select the uploaded documents.

| Tender Requirements            | Attachment from<br>Procurement | Attachment from<br>Supplier<br>Antik Telecom<br>s.r.o.                                  |
|--------------------------------|--------------------------------|-----------------------------------------------------------------------------------------|
| Výpis z Obchodného registra SR |                                | 0  |
| Zoznam referencií              |                                | 0  |

Attachments ✕

Zip

| File Name                           | Complementation date |
|-------------------------------------|----------------------|
| The table does not contain any data |                      |

Drag to add files (or click)

Upload

Close

In case that tender is divided into parts, the system will display information, if it is necessary to upload separate document for each part (for instance 1 Contract for 1 part) or one document can be applied for all the parts (for instance 1 Statement applicable for all the submitted parts).

- **Bid Submission**

- To submit your bid, press the „**Bid Submission**“ button. Once you submit your bid you can not make any changes (except for the processes set out in point 3).
- Procurer **is notified on the received bid**, but the **content of the bid is visible first after bid opening**.
- **Your bid has to be complete. In the case of incomplete bid, the system will inform you about it:**
  - i. **In case, tender is divided into parts, you need to fill in at least one part.**
  - ii. The bid has to be completed. If there are some prices (or other criteria) missing, you are notified on it. **To send a bid, you need to enter all missing data.**
  - iii. **The system doesn't allow you to send a bid if you don't have a registered seat in the profile.**
- **It is not allowed to send a bid after the bid submission deadline. The system logs date and time of submission of bids.**
- **If the deadline for submission of bids has already expired, the system will not allow you to send the bid.**

## 2. Withdraw and Modification of Bid

Submitted bid can be modified and re-send until the bid submission deadline. To modify your bid press the „**Withdraw bid from Procurement**“ button in the „Bid Submission“ section.

Have in mind, it is necessary to re-submit the bid within the Bid Submission Deadline. The system records the exact date and time of bid submission. After Bid Submission Deadline is over, you can not submit the bid anymore.

The screenshot displays the ERANET system interface. On the left, a dark sidebar contains a menu with 'Bid Submission' at the top, followed by 'Envelopes - Other' and 'Envelopes - Criteria'. The main content area has a light green background. It begins with a declaration: 'by submitting bid within the tender "02\_VS 208" I agree to the terms for submission of electronic bid in ERANET system, version 1.1 valid from 10.6.2016, and I declare that:'. Below this are four bullet points: 'I'm a person authorized to submit a bid for supplier', 'I meet the requirements for the subject the tender', 'I submit the tender in accordance with the tender documentation the tender', and 'I am familiar with the terms for submission of electronic bid in ERANET system'. A link 'Term and conditions of ERANET use' is provided. The 'Submission Deadline: 11.10.2018 10:00' is shown, followed by 'Bid has been submitted: 10.10.2018 19:00'. At the bottom, a blue button labeled 'Withdraw Bid from Procurement' is highlighted with a red rectangular box.

Bid Submission

Envelopes - Other

Envelopes - Criteria

by submitting bid within the tender "02\_VS 208" I agree to the terms for submission of electronic bid in ERANET system, version 1.1 valid from 10.6.2016, and I declare that:

- I'm a person authorized to submit a bid for supplier
- I meet the requirements for the subject the tender
- I submit the tender in accordance with the tender documentation the tender
- I am familiar with the terms for submission of electronic bid in ERANET system

[Term and conditions of ERANET use](#)

Submission Deadline: 11.10.2018 10:00

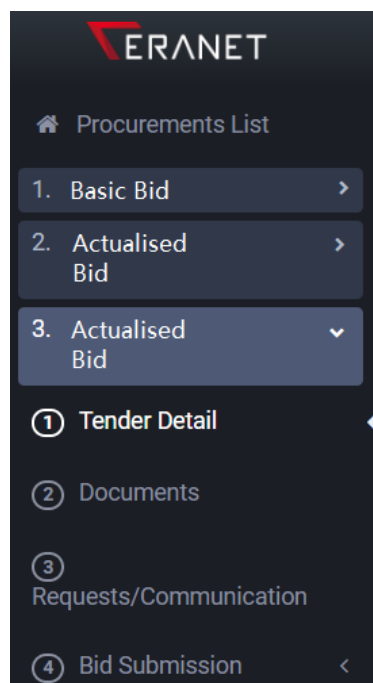
Bid has been submitted: 10.10.2018 19:00

Withdraw Bid from Procurement

### 3.Actualisation of the Bid

In some procuring methods, there is an option to “add” additional submission rounds to get better prices (or other criteria) within one tender.

In this case, supplier is asked to submit a new actualized bid within one tender, i.e. in the system, there is only one tender with more “rounds” within supplier can submit a bid:



- **Basic Bid**

- Detail (procurement settings)
- Documents (tender documentation for this round)
- Requests/Communication (messages for this round)
- Bid Submission (Bid for this round)

- **Actualized Bid (can be displayed more times, depends on the No. of rounds)**

- Detail (procurement settings)
- Documents (tender documentation for this round)
- Requests/Communication (messages for this round)
- Bid Submission (Bid for this round)

*For each round all the point of I. E Chapter are applicable. It is only important to realize which round you are in - e.g. the picture above is currently selected Order detail in the 3<sup>rd</sup> round of updated bids.*

## I. F Bid Supplement

If applicable, Public Procurer can ask you to explain your bid and/or to send additional documents/ information. To add new documents, after Bid Submission Deadline, within each Requirement you have option to upload new document.

European Single Procurement Document (ESPD)

| Conditions for participation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Attachment of Procurer | Attachments from Antik Telecom s.r.o.                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------|
| JED - Hospodársky subjekt MÔŽE predbežne nahradiť doklady na preukázanie splnenia podmienok účasti: 1.) v prípade, ak ponuku predkladá skupina dodávateľov, JED sa predkladá za každého člena skupiny 2.) ak uchádzač preukazuje finančné a ekonomické postavenie alebo technickú spôsobilosť alebo odbornú spôsobilosť prostredníctvom inej osoby, JED sa predkladá aj za túto osobu 3.) ak uchádzač má v úmysle zadať podiel zákazky subdodávateľom a verejný obstarávateľ/obstarávateľ vyžadoval splnenie podmienok účasti subdodávateľmi, predkladá uchádzač JED aj za každého subdodávateľa |                        | <div>1 </div> <div>Supplementing:</div> <div>3 </div> |

**You can also add (price) documents on the Bid tab.**

To upload a document, click on the document icon in the "Vendor Attachment" column in the "Supplementing" row. Then you will see a window in which you can load documents from your computer and then press the "UPLOAD" button.

**Notice: Please have in mind, you can add new documents only after you are asked to do so from the Procurer.**

**Notice: After upload of documents, you need to send them – go to card „Supplementing“ and press the button „Supplementing Submission“.**

BidRequirementsBid SubmissionSupplementing

⚠ Supplier submits the supplementing of his bid only on request of the Procurer.

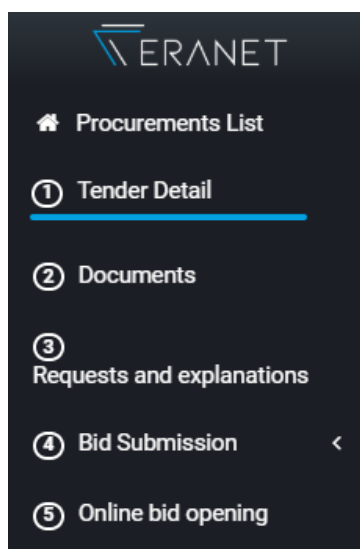
Supplementing has not been sent.

Supplementing submission

## I. G

### Online bids opening

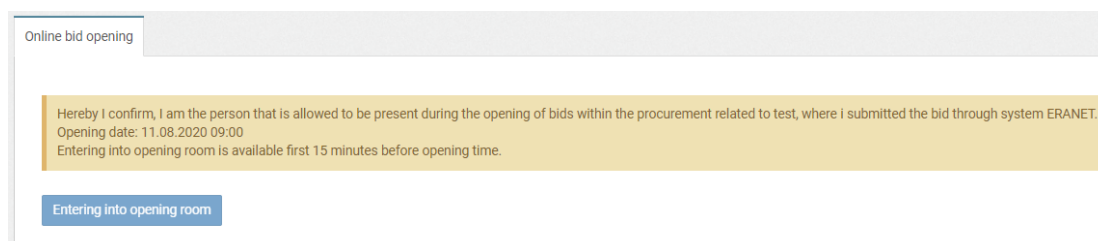
If online bids opening is set up, the "Online bid opening" section will be added:



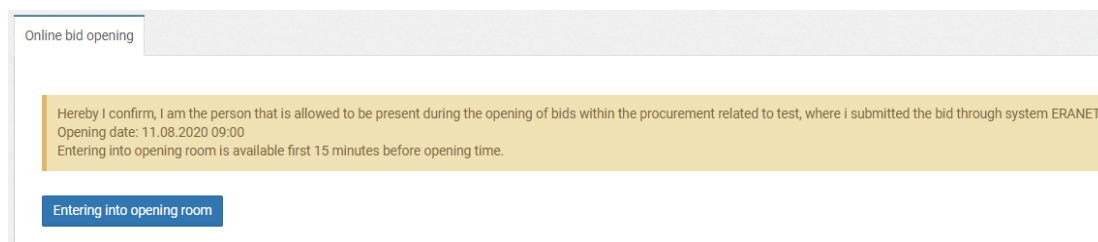
If you have not submitted a bid, this section will notify you that the offer has not been sent.

If you have submitted a tender within the deadline for submission of tenders:

i. When entering the section more than 15 min. before the menus open, a notification will be displayed that the entrance to the online room will be active for 15 minutes. before opening offers:

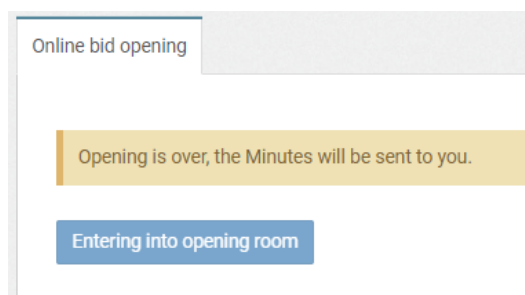


ii. When entering the section 15 min. before opening offers or during the opening of offers (i.e. until the moment of opening), you will have an active button to enter the online menu opening bids:



If you were in the section before 15 min. before opening offers and within 15 min. the button did not activate before opening, please refresh the page (F5 or "refresh this page" next to the website URL)

iii. If you enter the section only after the end of the opening of tenders, you will be notified that the opening of tenders has been completed and a note will be sent from the opening of bids:



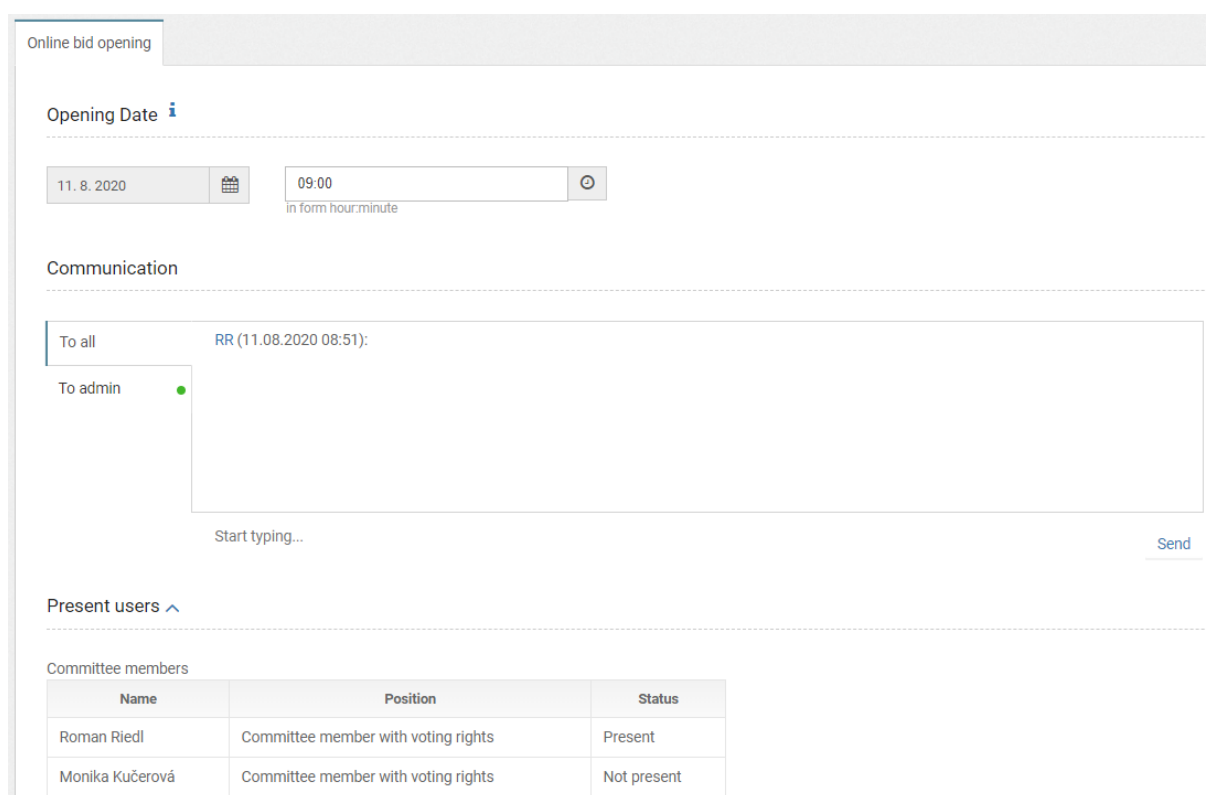
Online bid opening

Opening is over, the Minutes will be sent to you.

Entering into opening room

After entering the online room, i. after pressing the button to enter the online opening of bids, you will see the following:

i. Before opening offers



Online bid opening

Opening Date 

11. 8. 2020  09:00   
in form hour:minute

Communication

To all RR (11.08.2020 08:51):

To admin 

Start typing... [Send](#)

Present users 

Committee members

| Name            | Position                            | Status      |
|-----------------|-------------------------------------|-------------|
| Roman Riedl     | Committee member with voting rights | Present     |
| Monika Kučerová | Committee member with voting rights | Not present |

The date and time of the opening of the bids set in the competition will be displayed (it may not coincide with the exact time of the actual opening of the bids, but it cannot occur sooner).

In the communication section you can communicate:

- With all present, i.e. the report will be seen by all present members of the commission as well as the candidates.
- Private, i.e. only with members of the commission present on behalf of the contracting authority.
- To enter text, start typing where the text "start typing ..." is located, then press the "send" button or the "enter" key.

At the same time, you also see a list of persons present (members of the commission) on behalf of the contracting authority.

If the contracting authority writes to you that the bids have been opened and you do not see a table with proposals for meeting the criteria or a list of members of the commission present, please update your browser page (using F5 or the "refresh this page" function at the website URL).

## ii. After opening the offers

After opening the bids, in addition to the above data, you can also see a table with proposals for meeting the criteria of all candidates (if the evaluation criteria is a set of criteria, instead of the price the "View" button will appear, after which the individual proposals for meeting the criteria will be displayed):

Bids Overview ^

| Name                          | Bid1   | Bid2   |
|-------------------------------|--------|--------|
| Address                       |        |        |
| Zákazka CELKOM<br>Total Price | 111,00 | 112,00 |

If the contracting authority writes to you that the bids have been opened and you do not see a table with suggestions for meeting the criteria or a list of present members of the commission, please update your browser page (using F5 or the "refresh this page" function at the website URL).

Note: Based on the amendment of the Act effective from 31 March 2022, the display of information to individual bidders in the online opening of bids was adjusted. The Commission publishes the number of submitted bids and proposals for criteria, which can be expressed in numbers. Other information provided in the bid, including the company name, registered office address, place of business or address of all tenderers, are not published.

Valid for tenders created from 31.3.2022.

## II.

### Market research

The „Market research“ section is displayed only if you are invited to participate in market research by contracting authority.

Market research in which you are invited in are displayed on the main page, section „My market research“

Market research section contains:

- *Detail*– here you can see the tab „Items“
- *Market Research*

The system informs you about the duration of the market research, the details of the order needed to enter the price calculation and at the same time provides the possibility to enter price calculations in electronic form.

#### **Submission of prices:**

##### **a) Price per item**

Enter prices per items excluding and including VAT. If you are not registered for VAT, total price excluding VAT will equal total price including VAT.

##### **b) Price per group of items**

Enter total prices excluding VAT and total prices including VAT per every group of items. If you are not registered for VAT, total price excluding VAT will equal total price including VAT.

##### **c) Total price**

Enter total prices excluding VAT and total prices including VAT. If you are not registered for VAT, total price excluding VAT will equal total price including VAT.

To submit your offer press the „Submit a bid“. It is necessary to insert all the fields otherwise the system will not allow you to send the bid.