

Procurement procedures - contractor




Locating the contract

In order to submit a proposal, it is necessary to find the profile of the contracting authority. This can be done by filtering the profiles by name or business identification number. After entering the required details, simply press “Enter” or click on the magnifying glass icon.



↓ List of Profiles of Contracting Authorities

Basic Others Contact Information Residence Address

ID: Official Name:
Company ID Number:

ID	Official Name	Company ID Number
Z0000239	Test	
Z0000299	Testovací účet	
Z0000092	testovací	12345678
Z0000728	Městská část Praha 1 - migrace	
Z0000093	Ministerstvo zdravotnictví	00024341
Z0000091	Ředitelství silnic a dálnic ČR	65993390
Z0000087	Všeobecná zdravotní pojišťovna	41197518
Z0000308	HLAVNÍ MĚSTO PRAHA	00064581
Z0000199	Statutární město Plzeň	00075370
Z0000079	Ministerstvo životního prostředí	00023671

191 Records ◀◀ 1 2 3 4 5 6 7 8 9 10 ▶▶  

After filtering the required profile of contracting authority, click on the official name to open the profile.

After entering the profile, it is necessary to locate the specific procurement procedure. This can be done again by filtering the public procurements by name, ID or other attributes.

↓ Contracting Authority Profile

Basic Extended Prices

ID: System Number:
Tender Procedure Evidence Number (VVZ): Name:
Contracting Authority: Phase of Tender Procedure:
Type of Procedure:
Deadline for Submission of Proposals from: To:
Deadline for Submission of Participation Request from: To:
Internal Number:

Communicating with the contracting authority

If you would like to inquire the contracting authority regarding some uncertain details in the procurement documentation, it is necessary to send a message via Tender arena. This can be done by clicking on the “ **Send message to contracting authority**” in the “ **Electronic communication**” section of the menu of the left.

In the first step, all fields marked with the red star have to be filled in - namely the subject and the body of the message. In the second step, it is possible to attach files to the message. Click on the “**Add**” button.



The screenshot shows a multi-step process for sending a message. The steps are: Message, Attachments (currently active), Summary, and Electronic signature. The Attachments section displays an empty list with an 'Add' button below it. At the bottom right, there are 'Previous' and 'Next' buttons.

Message > Attachments > Summary > Electronic signature.

Attachments

Empty List

[Add](#)

Previous Next

Next, click on the three dots button on the right and select the files you would like to attach to the message. After selecting all required files, click on **“Upload Selected Files”**.



Message > **Attachments** > Summary > Electronic signature.

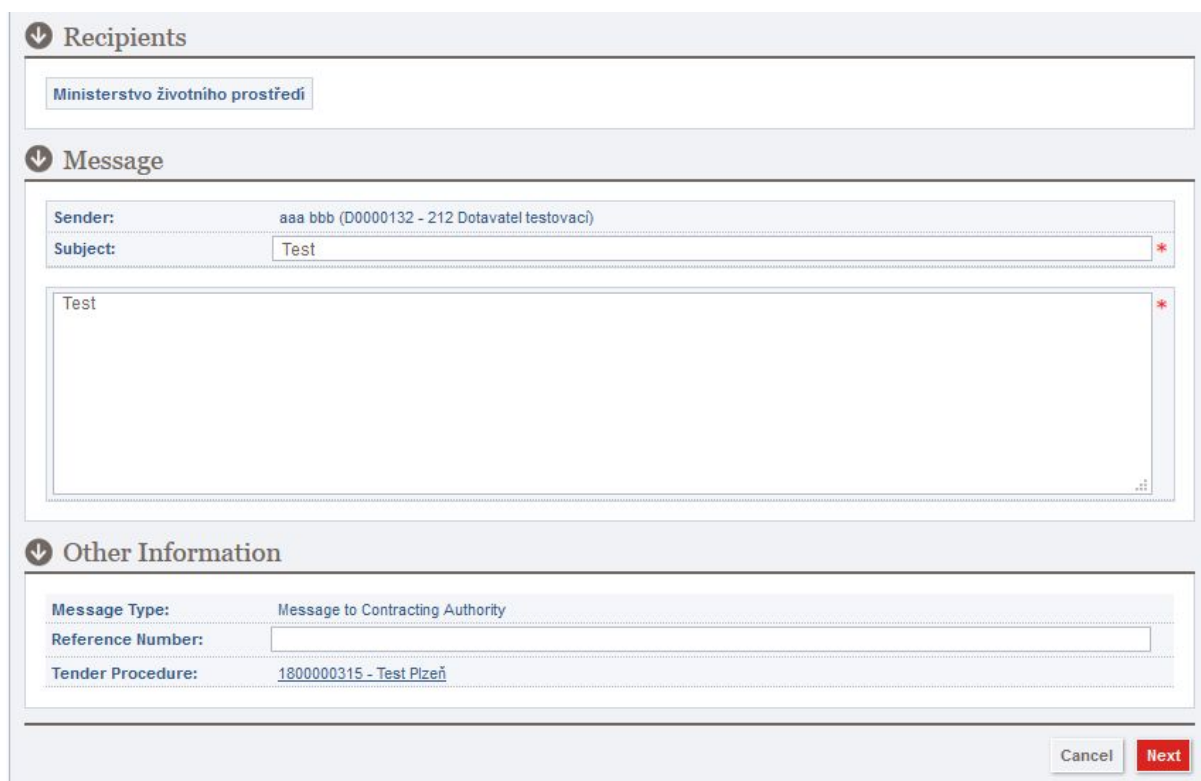
Attachments

File:	Nabidka dodavatele č.1.pdf	 
File:	No File Selected	

Upload Selected Files [Cancel](#)

[Previous](#) [Next](#)

After clicking on **“Next”**, you will proceed to the summary of your message. Check the message and attached files and click on **“Next”** again.



Recipients

Ministerstvo životního prostředí

Message

Sender: aaa bbb (D0000132 - 212 Dotavatel testovaci)

Subject: Test *

Test *

Other Information

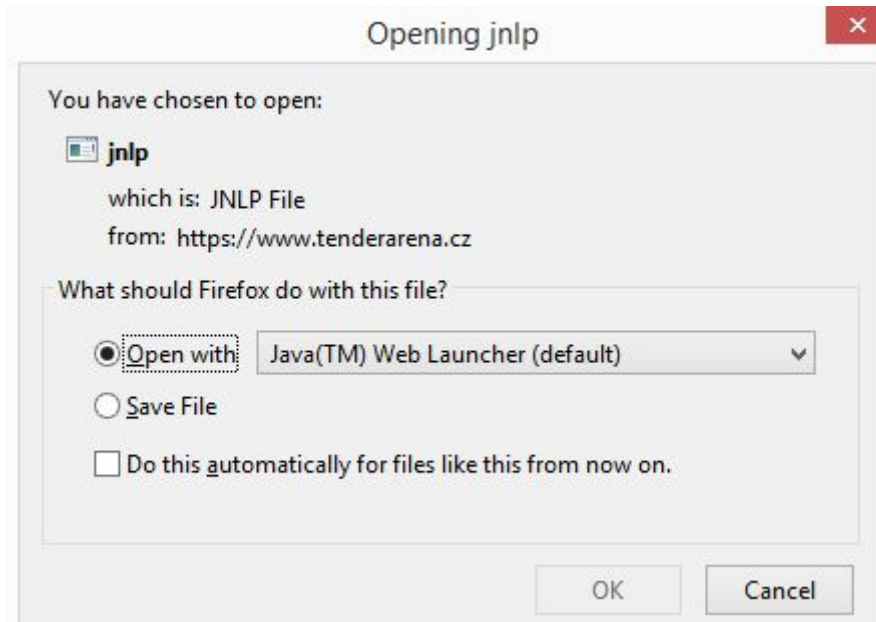
Message Type: Message to Contracting Authority

Reference Number: [empty]

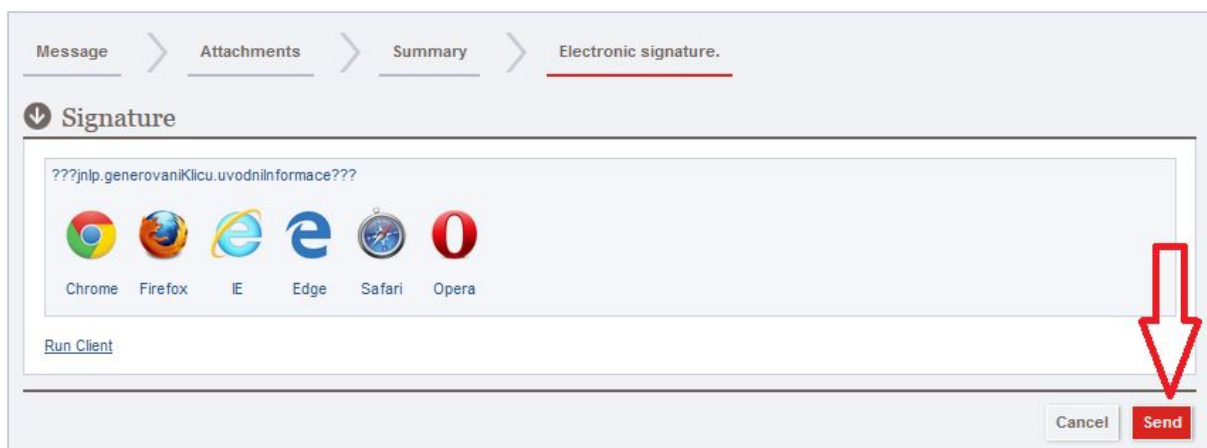
Tender Procedure: 1800000315 - Test Plzeň

[Cancel](#) [Next](#)

If required by the contracting authority, it will also be necessary to attach an electronic signature in the next step. Having the latest version of Java installed on your computer is required to complete this step. Click on **“Run Client”** and open the **“JNLP”** file that will download automatically.



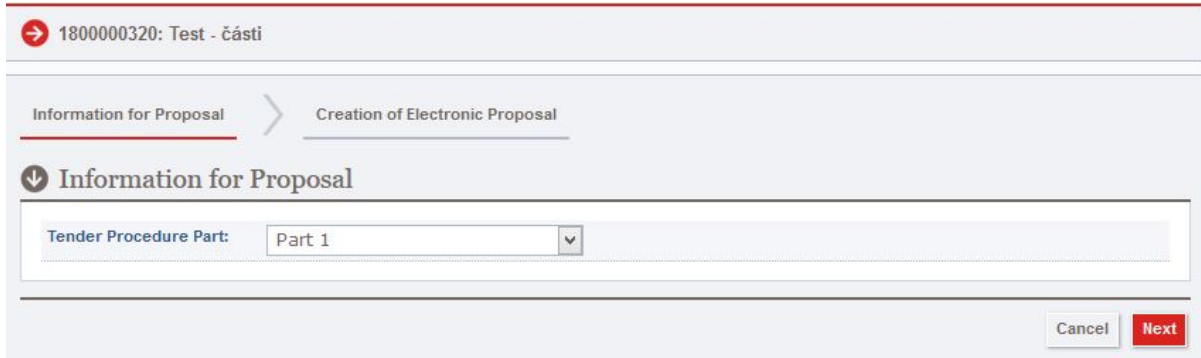
After Java has launched, click on **“Run”**. After the applet has opened click on **“Add key from Windows”** (respectively PKCS12/JKS, depending on the format of your certificate). Select the valid electronic signature from the list and click on **“Next”**. After the certificate has finished uploading, click on **“Close”** and confirm the message by clicking on **“Send”** in your web browser.



Submitting a proposal

If you wish to submit a proposal, click on the **“Proposals”** button in the menu on the left. Click on the button **“Create Proposal”**. If the procurement procedure is divided into

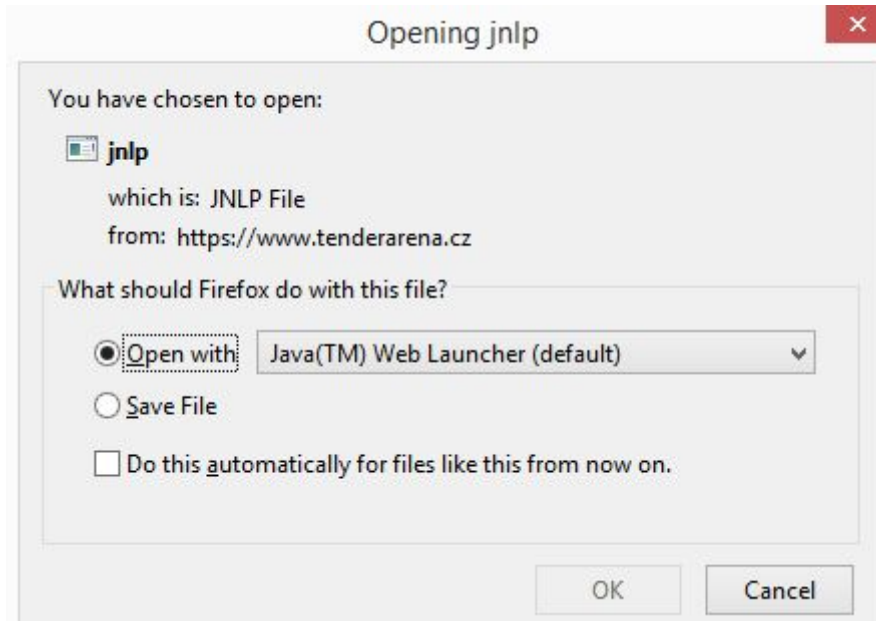
separate parts, select the part you would like to submit a proposal to from the drop down menu and click on “**Next**”.



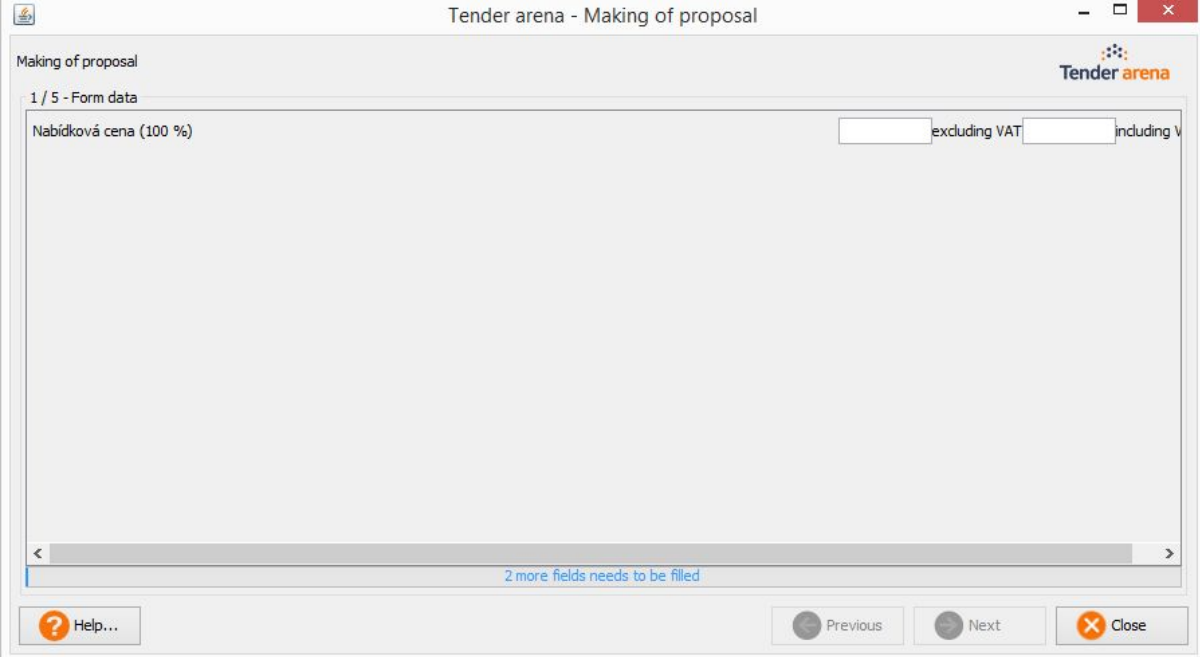
The screenshot shows a web application window titled "1800000320: Test - částí". It features a navigation bar with two tabs: "Information for Proposal" (active) and "Creation of Electronic Proposal". Below the navigation bar, there is a section titled "Information for Proposal" with a dropdown menu labeled "Tender Procedure Part" set to "Part 1". At the bottom right of the form, there are two buttons: "Cancel" and "Next".

If the procurement procedure is not divided into separate parts, simply click on “**Next**” and proceed to the next step.

Click on “**Run Client**” and launch the JNLP file. Having the latest version of Java installed on your computer is required to complete this step.



After Java has launched, click on **“Run”** and the client will open. If the contracting authority requires it, you will have to insert specific values into the client (such as the proposal price etc.).

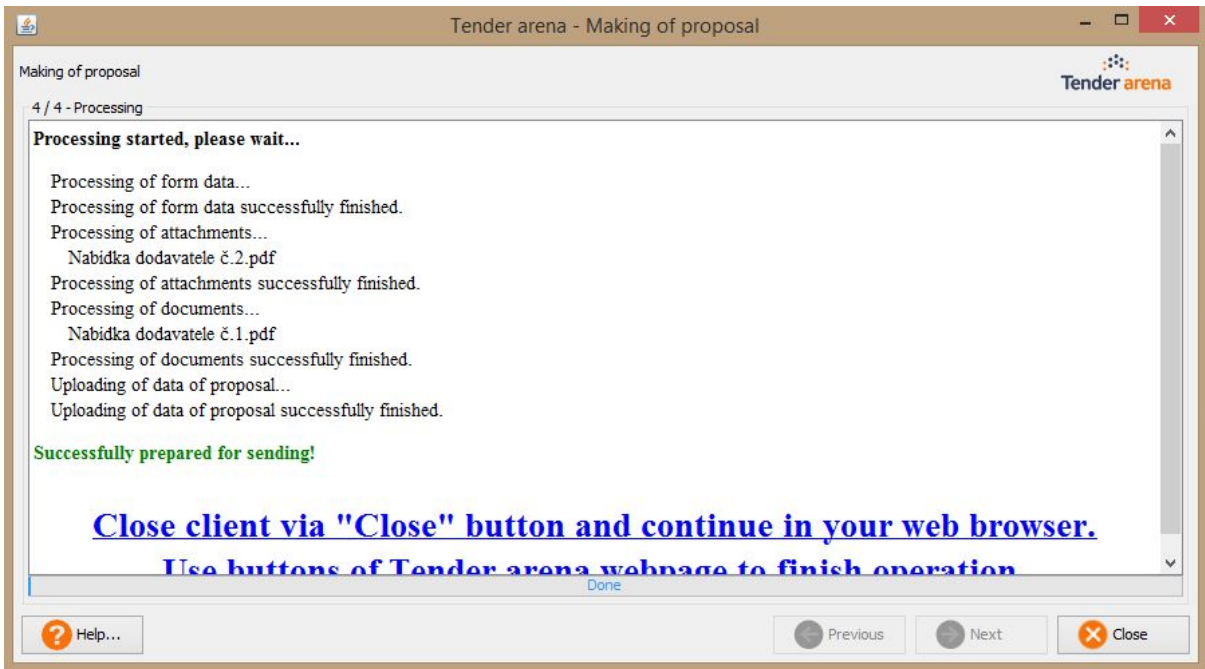


After filling in the required value, click on **“Next”**. If the contracting authority does not require filling in the values in this step, simply click on **“Next”** to proceed. In the following step, you can attach documents proving qualification (if requested by the contracting authority). Click on **“Add”** and select the necessary documents. After all necessary documents have been selected, click on **“Next”**.

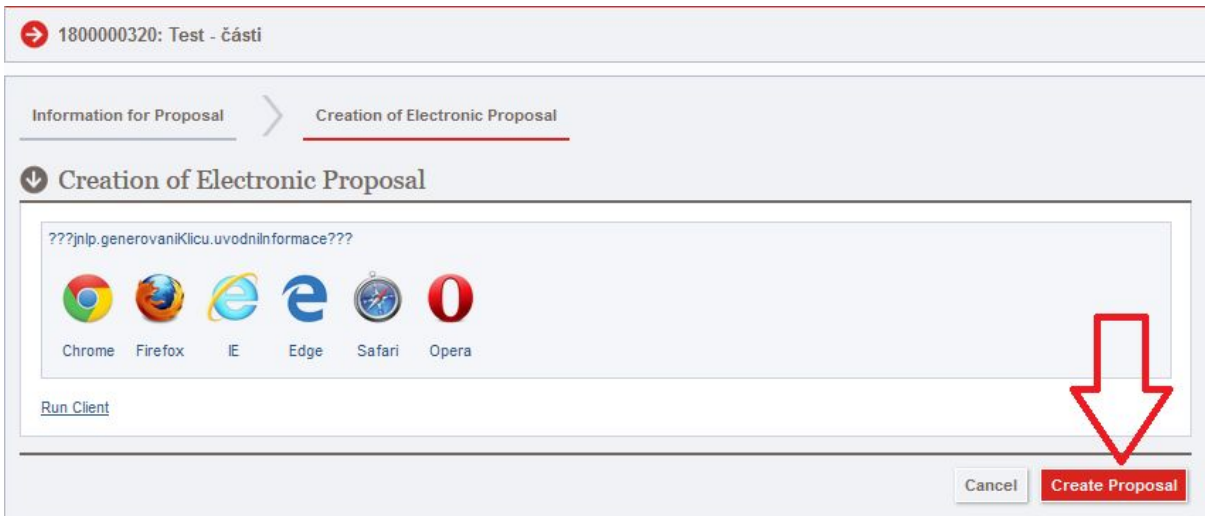
In the next step, you can attach other required documents as requested in the procurement documentation such as contract proposal etc. After all necessary documents have been selected, click on **“Next”** to proceed to the next step.

The following step will only be necessary if the contracting authority requires an electronic signature to be attached to the proposal. Click on **“Add key from Windows”** (respectively PKCS12/JKS, depending on the format of your certificate). Select the valid electronic signature from the list and click on **“Next”**.

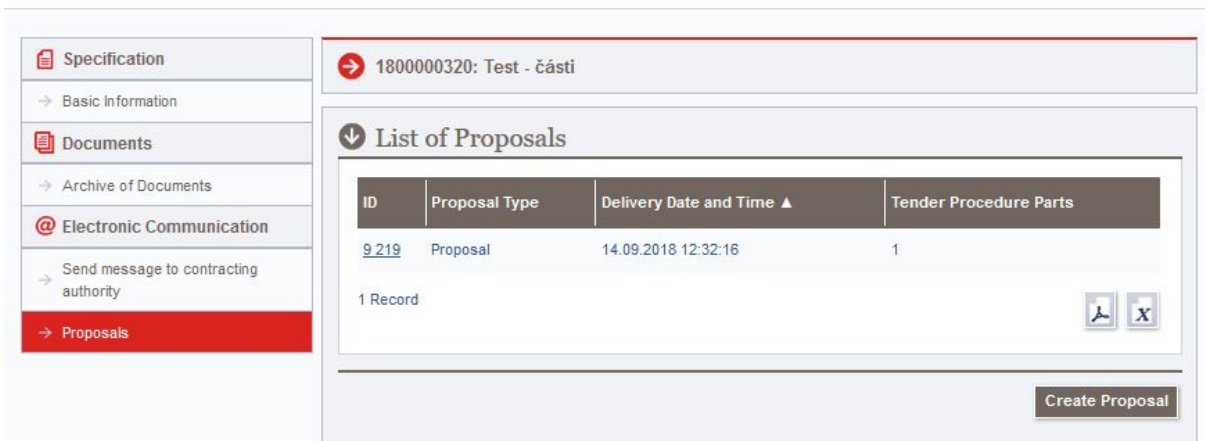
In the next step, submitted documents will be uploaded into the client. After the upload has finished, you will see the following message:



Click on the “Close” button and proceed to click on”Create proposal” in your web browser.



After the proposal has been uploaded, you will see the following screen with your proposal:



By now, your proposal has been automatically encrypted and can only be accessed by the contracting authority once the deadline for proposal submission has passed. If you are unsure about the content of the proposal you just submitted or you decide to withdraw your proposal for another reason, click on the underlined proposal ID and click on the button **“Take back proposal”**.

The screenshot shows a web interface for proposal management. At the top, there is a breadcrumb trail: "→ Proposal 9,219". Below this is a section titled "Proposal Detail" with a "Back" button in the top right corner. The main content area contains a table with the following information:

ID:	9219
Delivery Date and Time:	14.09.2018 12:32
User:	aaa bbb
For Specific Part of Tender Procedure:	Part 1

At the bottom right of the interface, there is a button labeled "Take back proposal", which is circled in red in the image.