



Treasury of the Republic of Cyprus Guide for the Preparation and Submission of Electronic Tenders-Create Tender online (ePPS)

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1. Introduction

This guide is for Economic Operators and aims to describe the Tender preparation and submission process.

The preparation of tenders is done using the tool within the system via the internet «**Create Tender Online**»

It is noted that the system can be used efficiently with Microsoft Edge, Google Chrome and Mozilla Firefox browsers.

It is noted that, you need to prepare your tender early so that you will have sufficient time to contact the Helpdesk support team and request support in the event of a problem (Helpdesk 22605050 extension 2 working hours Monday to Friday 08:00 -18:00).



It is noted that the JAVA program is not required to use the new Tender Creation tool. Since changes are constantly being made to the tool in order to improve it, some images or words may differ from the guide.

2. Complete Tender on line

Your online tender should be prepared using the tender structure as provided in each tender. The tender structure contains all the criteria (concerning the Tenderer's organization as well as techno-economic criteria) which the Tenderer should complete using the new tender preparation tool.

3. New Tender Tool for the Submission of a Tender –«Create Tender Online»

- First you must find the competition. From the «Show Cft Menu» select «Tender» (Figure 1).

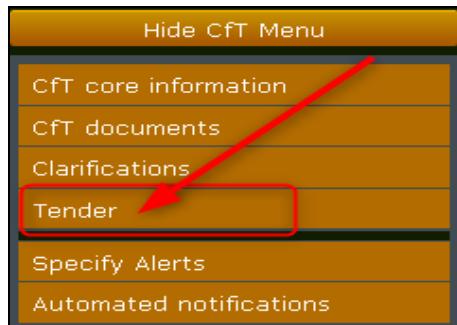


Figure 1: Show CFT Menu-Tender

- Select the «Type of Association» with the competition (Figure 2, point 1)
- Next, you must accept the terms of the competition by clicking «Accept & Confirm all of the above» button (Figure 2, point 2).

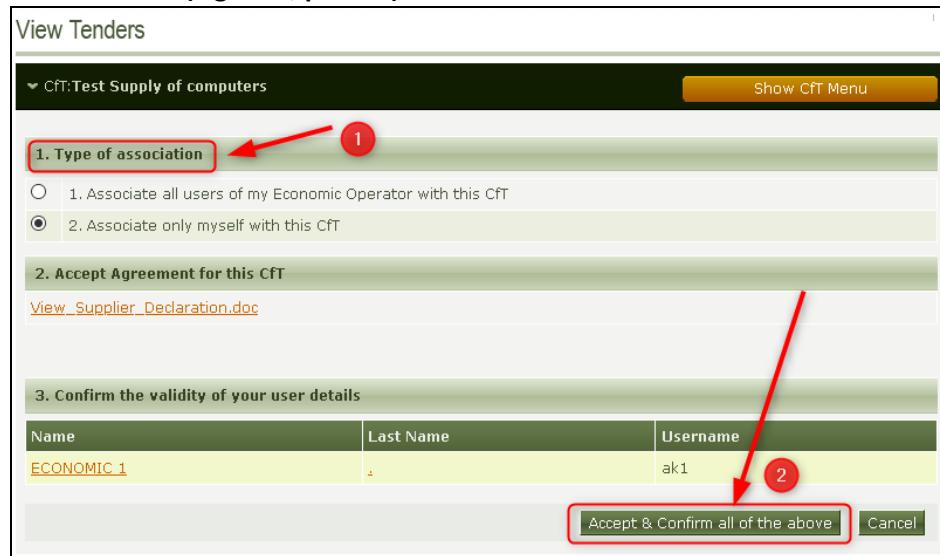
A screenshot of a software dialog box titled 'View Tenders'. It shows a list of competitions, with 'Cft:Test Supply of computers' selected. The dialog is divided into sections: 1. Type of association (radio buttons for 'Associate all users of my Economic Operator with this Cft' and 'Associate only myself with this Cft', with the second option selected), 2. Accept Agreement for this Cft (link to 'View_Supplier_Declaration.doc'), and 3. Confirm the validity of your user details (table with columns 'Name', 'Last Name', and 'Username'. The 'Name' row contains 'ECONOMIC_1' and the 'Username' row contains 'ak1'). At the bottom is a button 'Accept & Confirm all of the above' with a red box and arrow pointing to it.

Figure 2: Accept and Confirm all of the above



By associating yourself or other users in your organization with the competition, you will receive automatic notifications about clarifications, modifications, closing dates, etc for this particular competition.

■ Select «Create Tender Online» (Figure 3).

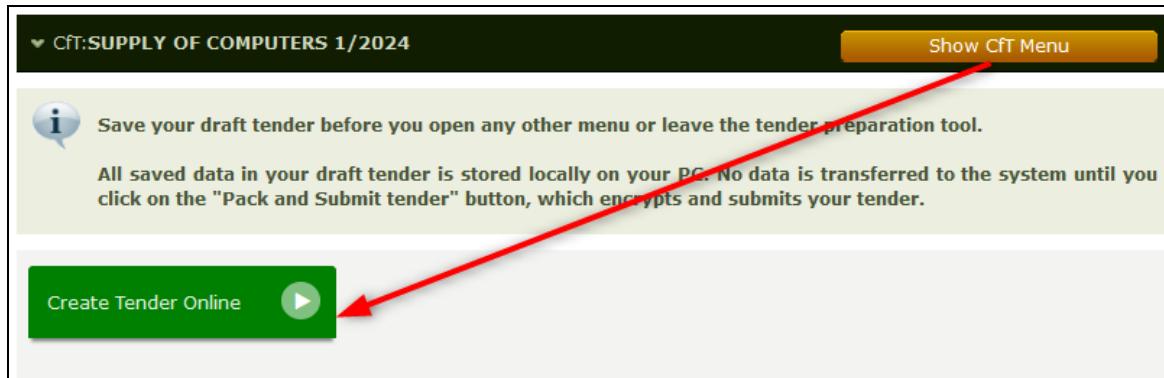


Figure 3: Create Tender Online

■ First you should give a name to your Tender (Figure 4, point 1).



Figure 4: Create Response

■ If the tender is divided into lots, you must select the lot or lots for which you want to submit a tender (Figure 4, point 2).

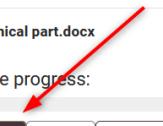
- From «**TENDER RESPONSE OPTION**» Menu select «**Create/Edit**» in order to complete your tender (**Figure 5**).

Figure 5: Create/Edit tender

- Select from the Menu on the left «**DOCUMENT LIBRARY**». Click «**Choose Files**» (**Figure 6**) to select your files and then upload them to the Document Library, (**Figure 6**).

Figure 6: Document Library

- Then click «upload» to upload all files to the Document Library (**Figure 7**).



ELIGIBILITY CRITERIA
TECHNICAL
FINANCIAL

DOCUMENT LIBRARY

Only files associated with one or more criteria will be submitted

Upload Files i
File size Limit: 100.00 MB | Total space per response 100.00 MB

Choose Files Choose Files or drag & drop here

Upload queue i
Queue length: 3

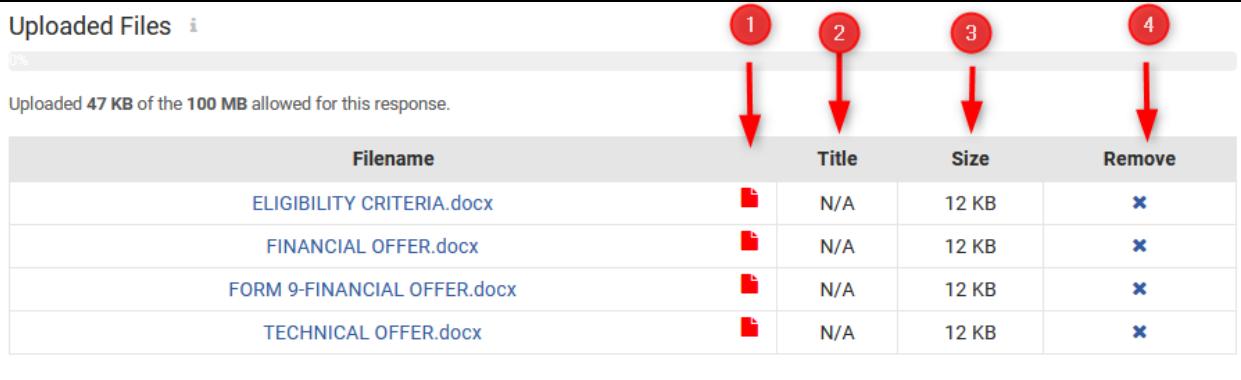
Name	Size	Progress	Status	Actions
eligibility criteria.docx	11.75 KB	0%	○	☰ ✖
Financial form 9.docx	11.76 KB	0%	○	☰ ✖
technical part.docx	11.75 KB	0%	○	☰ ✖

Queue progress:

Upload Cancel Remove

Figure 7: Upload documents in Document Library

- Figure 8** shows that files successfully uploaded to Document Library with size 47KB out of 100MB.
- Figure 8, column 1**, shows that the file was not associated with any of the criteria (Eligibility criteria, technical, financial criteria).
- Figure 8, column 3** shows the size of each file.
- If you do not want a file, you can remove it by clicking on “x” (column 4) to delete it (**Figure 8, column 4**).



Uploaded Files i

Uploaded 47 KB of the 100 MB allowed for this response.

Filename	Title	Size	Remove
ELIGIBILITY CRITERIA.docx	f N/A	12 KB	✖
FINANCIAL OFFER.docx	f N/A	12 KB	✖
FORM 9-FINANCIAL OFFER.docx	f N/A	12 KB	✖
TECHNICAL OFFER.docx	f N/A	12 KB	✖

Figure 8: Successfully uploaded files to the Document Library

- Then select from the Left Menu the Section «**ELIGIBILITY CRITERIA**» (Figure 9, point 1).
- Click choose files (Figure 9, point 2) and select the files you want to associate to the Eligibility criteria from the document library (Figure 9, point 3).
- Click save, (Figure 9, point 4).

Filename	Title	Comment
<input checked="" type="checkbox"/> ELIGIBILITY CRITERIA.docx	N/A	Enter comment/s
<input type="checkbox"/> FINANCIAL OFFER.docx	N/A	Please provide a comment.
<input type="checkbox"/> FORM 9-FINANCIAL OFFER.docx	N/A	Please provide a comment.
<input type="checkbox"/> TECHNICAL OFFER.docx	N/A	Please provide a comment.

Figure 9: Eligibility Criteria

- Figure 10 below shows the files that have been associated to the «**Eligibility criteria**»

1. ELIGIBILITY CRITERIA

1.1. Please attach all supporting documents for the Eligibility Criteria in accordance with the provisions of Paragraph 8.3.A of Part A *

Please choose files pressing the button at the right.

REFERRED FILES:
ELIGIBILITY CRITERIA.docx

Figure 10: Uploaded documents in the Eligibility Criteria

- Then select the «**Technical Part**» Section from the Left Menu (**Figure 11, point 1**)

Figure 11: Technical Envelope

- Click choose files (**Figure 11, point 2**) and select the files you want to aassociate to the technical part from the document library (**Figure 11, point 3**) and then press save, (**Figure 11, point 4**).
- The files have been associated to the TECHNICAL PART.
- The same applies to the Financial Envelope. Select from the left the section «**Financial Envelope**»(**Figure 12, point 1**).
- Enter in the «**Value**» field the total price of your tender (**Figure 12, point 2**).

Criterion	Value	Ref. file
please complete the total amount of your offer and attach FORM 9 *	25,000.00	
TOTAL:	25,000.00 EUR	

Figure 12: Financial Envelope

- Select from the document library the files you want to associate to the Financial Envelope (Figure 12, point 3).
- Click save (Figure 13, point 4).

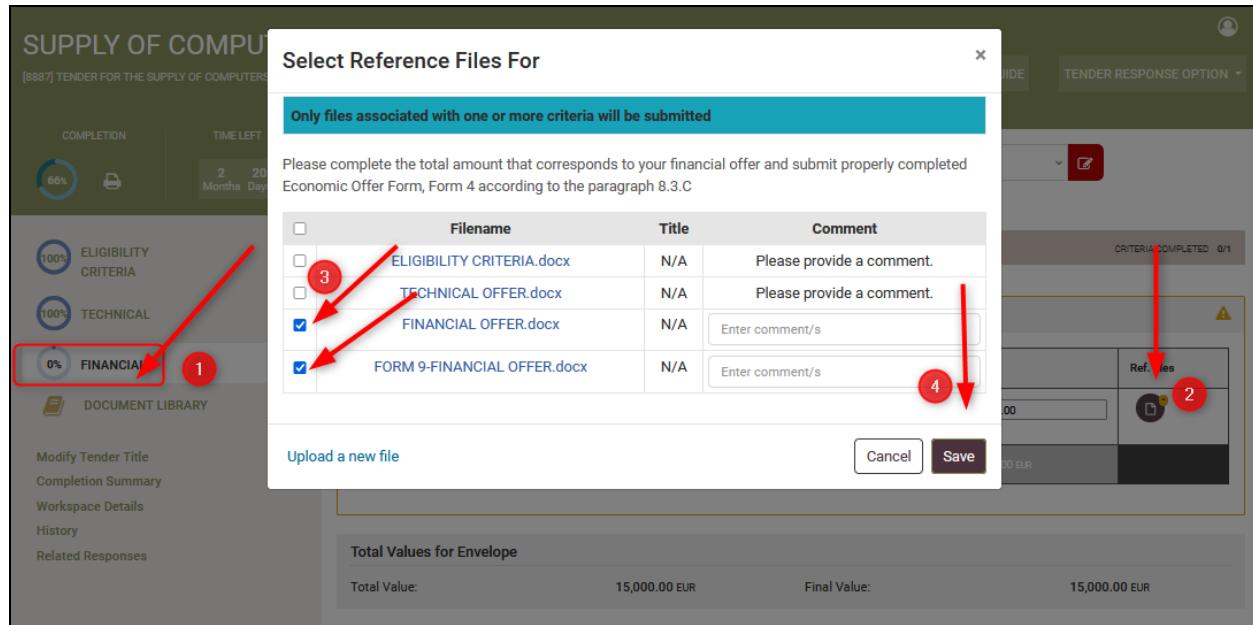


Figure 13: Associate Documents in the Financial Envelope

4. Tender Submission

- To submit your tender, select «**Submission**» and then «**submit**» (Figure 15).
- In case you have not associated all the files from the «**Document Library**» with the competition criteria, the tool will give you the message below (Figure 14). One or more files in your Document Library have not been associated with a criterion. These files will not be submitted with your tender. If you would you like to proceed with the tender submission then press confirm (Figure 14).

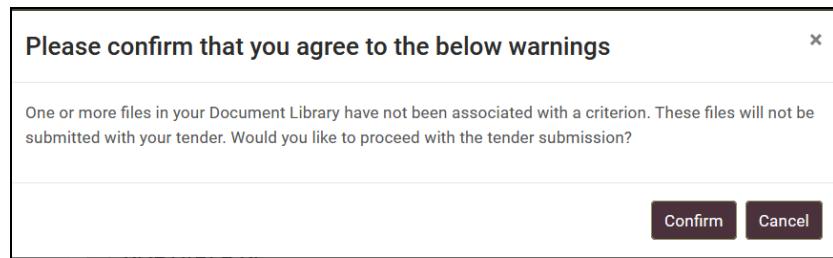


Figure 14: Association of the files of the document library with a criterion

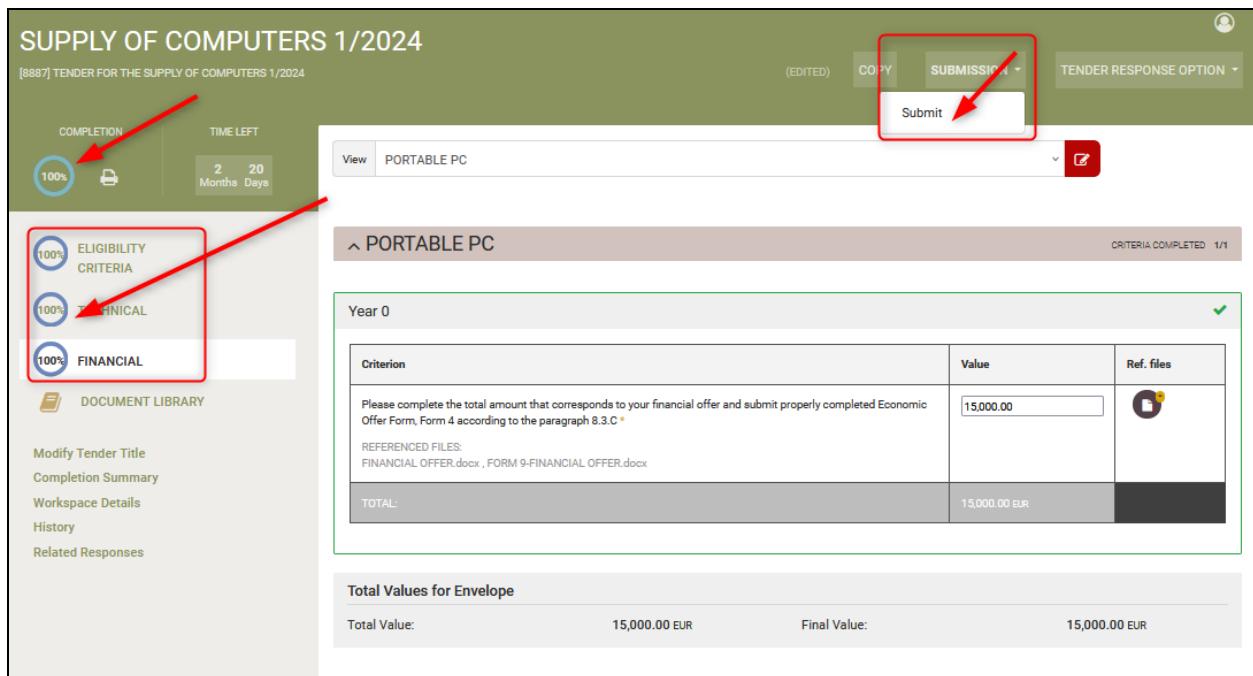


Figure 15: Tender Submission

- The tool shows that you have submitted your tender successfully , (Figure 16)

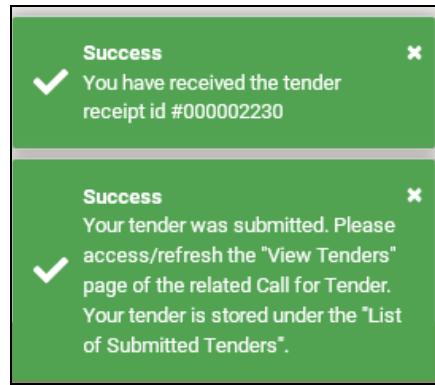


Figure 16: Successful Tender Submission

- If you want to view your tender select «Show Cft menu»-«Tender»
- Under the List of submitted tenders you must have 4 green (Figure 17)

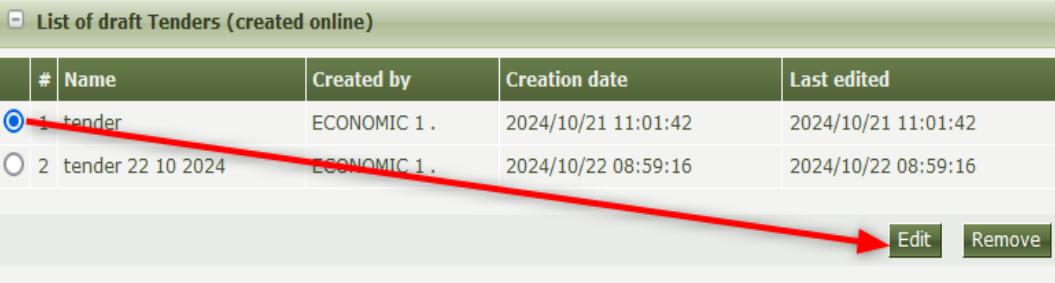
List of submitted Tenders (created online/offline)										
#	Submitted By	Name	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	T/P conformance	Status	D / match result	Received on Time
<input type="checkbox"/> 1	ak1	TENDER FOR THE SUPPLY OF COMPUTERS			000002426	05/12/2023 10:50:32				
View Remove										

Figure 17: List of Submitted Tenders

5. Edit Tender

5.1. Edit Tender in status draft

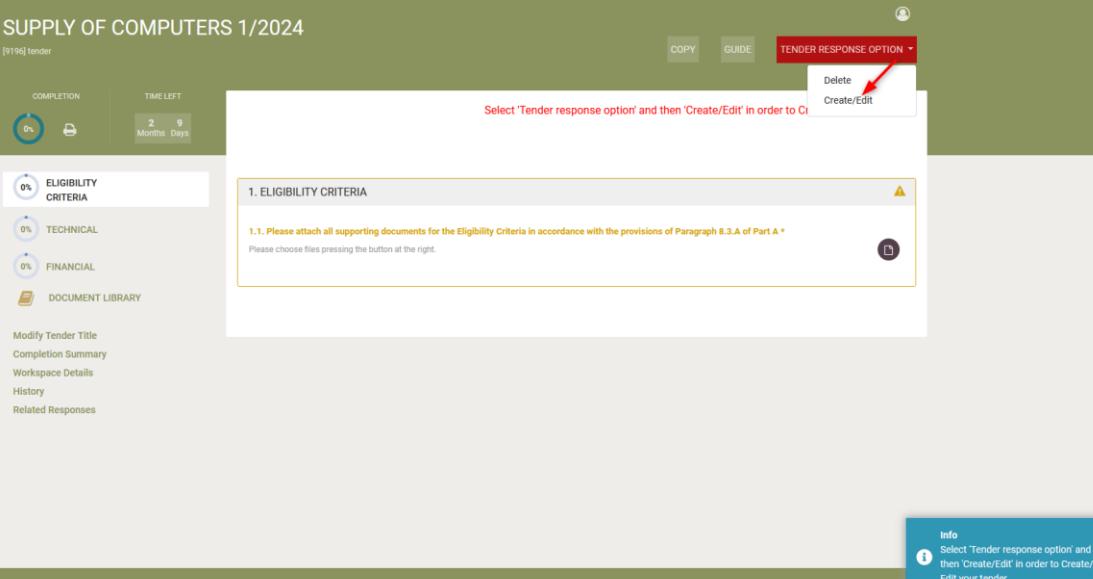
- Select «Show Cft Menu» -«Tender».
- Then press on the  sign of the (List of draft tenders).
- To edit your tender in status «**draft tender**», select your draft tender and press edit (Figure 18).



List of draft Tenders (created online)				
#	Name	Created by	Creation date	Last edited
1	tender	ECONOMIC 1 .	2024/10/21 11:01:42	2024/10/21 11:01:42
2	tender 22 10 2024	ECONOMIC 1 .	2024/10/22 08:59:16	2024/10/22 08:59:16

Figure 18: Edit Tender in status «**draft tender**»

- You will be redirected to the tender preparation Tool, where you can edit your draft tender.
- Select **TENDER RESPONSE OPTION** and then «**Create/Edit**» to modify your offer(Figure 19).



SUPPLY OF COMPUTERS 1/2024

Completion: 0% | Time Left: 2 Months Days

ELIGIBILITY CRITERIA: 0% | TECHNICAL: 0% | FINANCIAL: 0% | DOCUMENT LIBRARY

Completion Summary | Workspace Details | History | Related Responses

TENDER RESPONSE OPTION ▾

- Delete
- Create/Edit**

1. ELIGIBILITY CRITERIA

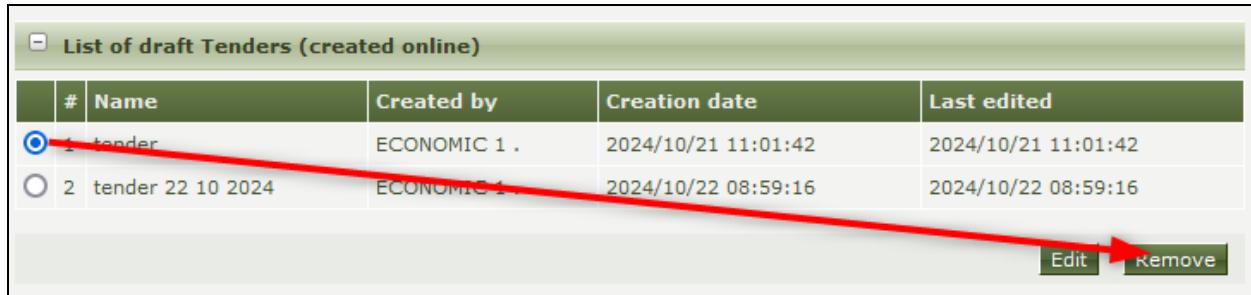
1.1. Please attach all supporting documents for the Eligibility Criteria in accordance with the provisions of Paragraph 8.3.A of Part A.
Please choose files pressing the button at the right.

Info: Select 'Tender response option' and then 'Create/Edit' in order to Create/Edit your tender.

Figure 19: Edit Tender in status «**draft tender**»

5.2.Delete Tender in status «Draft»

- To delete your tender in status «**draft tender**», select your draft tender and press edit (**Figure 18**) or select your draft tender and press remove (**Figure 18**).



#	Name	Created by	Creation date	Last edited
1	tender	ECONOMIC 1 .	2024/10/21 11:01:42	2024/10/21 11:01:42
2	tender 22 10 2024	ECONOMIC 1 .	2024/10/22 08:59:16	2024/10/22 08:59:16

Figure 20: Delete Tender in status «**draft tender**»

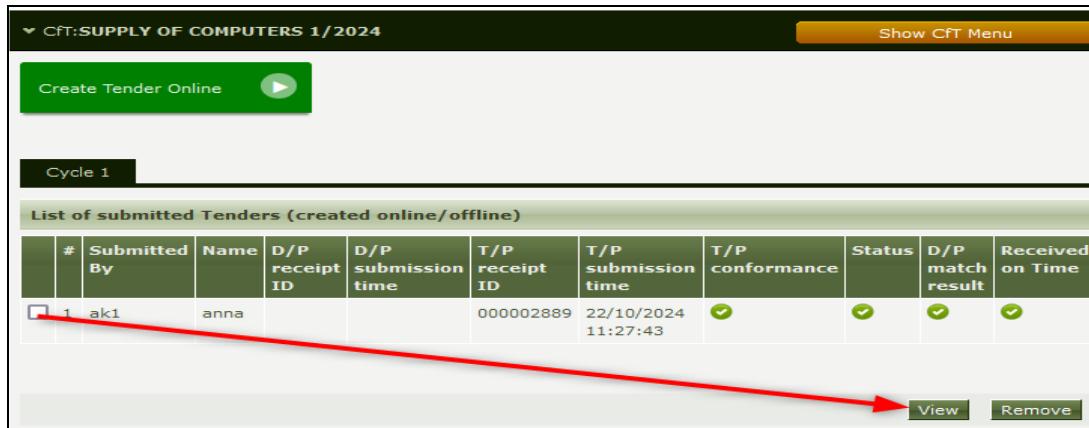
- In both cases you will be redirected to the tender preparation Tool, where you can delete your draft tender.
- Select **TENDER RESPONSE OPTION»** and then **«delete»**to delete your tender (**Figure 21**).



Figure 21: Delete Tender in status «**draft tender**»

6. View Submitted tender

- In order to view your submitted tender, select your submitted tender and press «View», (Figure 22).

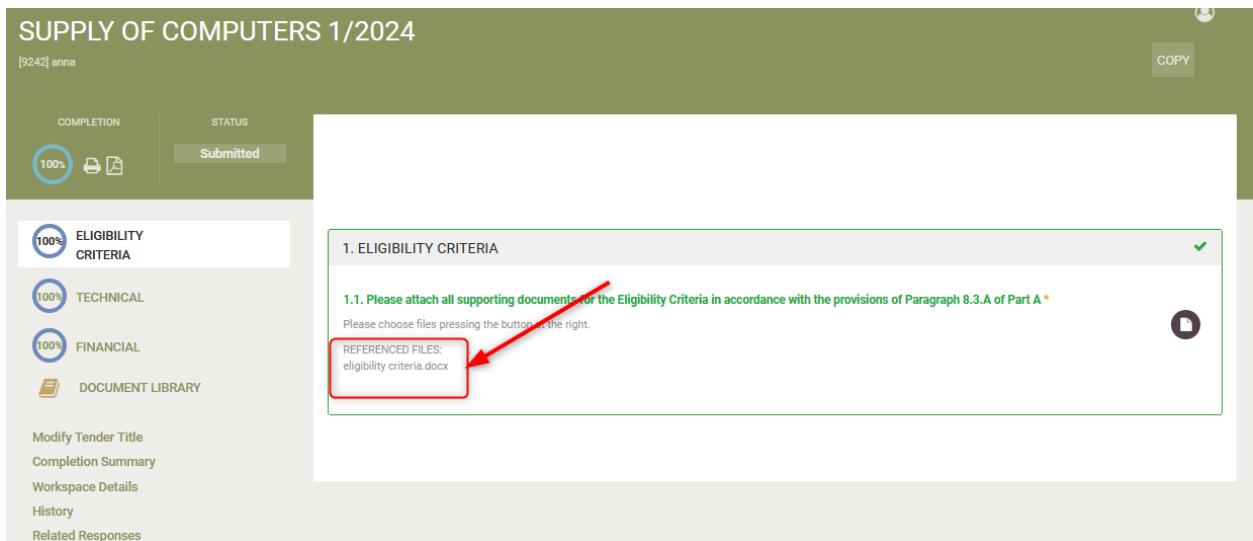


#	Submitted By	Name	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	T/P conformance	Status	D/P match result	Received on Time
1	ak1	anna			000002889	22/10/2024 11:27:43	✓	✓	✓	✓

View Remove

Figure 22: View Submitted tender

- Then you will be redirected to the tender preparation tool and you can view the documents you have submitted in your tender (Figure 23).



SUPPLY OF COMPUTERS 1/2024

[9242] anna

COPY

COMPLETION STATUS

100% Submitted

ELIGIBILITY CRITERIA

1. ELIGIBILITY CRITERIA

1.1. Please attach all supporting documents for the Eligibility Criteria in accordance with the provisions of Paragraph 8.3.A of Part A*

Please choose files pressing the button on the right.

REFERENCED FILES:
eligibility criteria.docx

Modify Tender Title
Completion Summary
Workspace Details
History
Related Responses

Figure 23: View files in Submitted tender

7. Copy Tender

- If you want to copy your tender, click the «COPY» button in the top right (Figure 24).

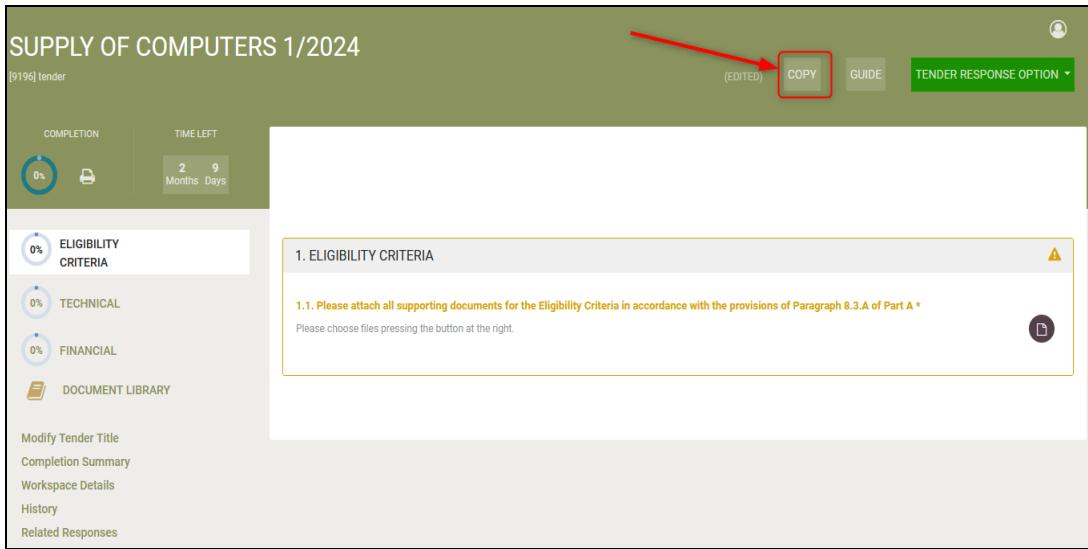


Figure 24: Copy Tender

- The tool will ask you to provide a new title/name for your new tender
- Give a name to your new tender then
- Click save.

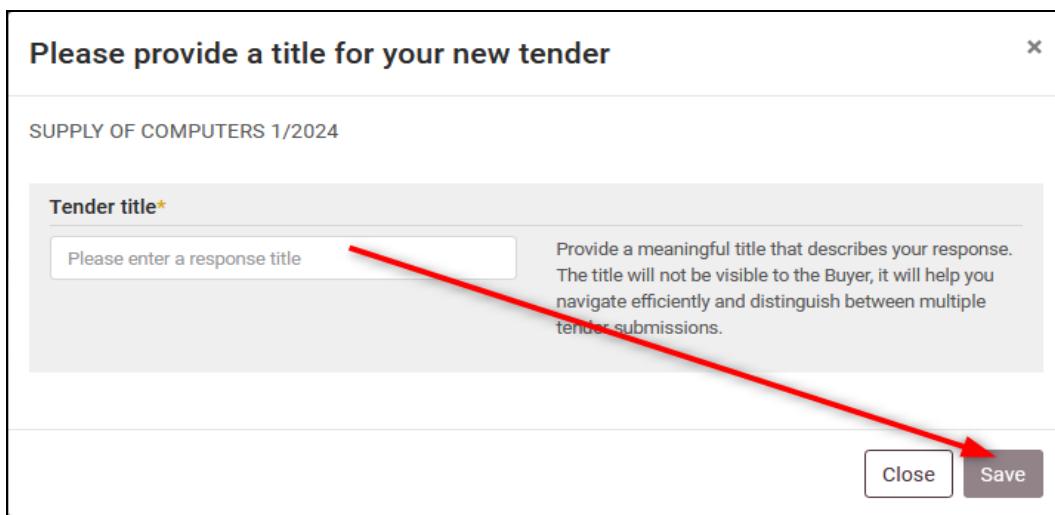


Figure 25: Provide a title for your new Tender

8. Delete Submitted tender

- To delete your tender, select your tender and press «remove» (Figure 26)

List of submitted Tenders (created online/offline)											
#	Submitted By	Name	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	T/P conformance	Status	D/P match result	Received on Time	
1	ak1	Test po			000002535	18/01/2024 12:54:18	✓	✓	✓	✓	
											View Remove

Figure 26: Delete Tender

- Click «ok» on the pop up window if you are sure that you want to remove your tender.

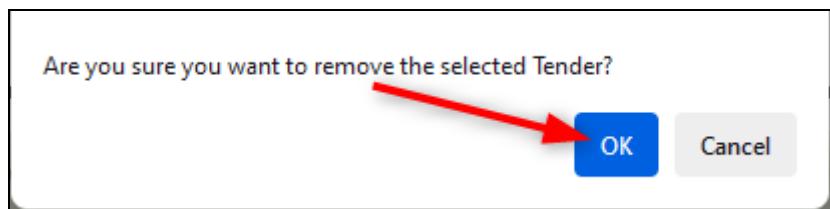


Figure 27: message are you sure to remove your tender

9. Appendix I

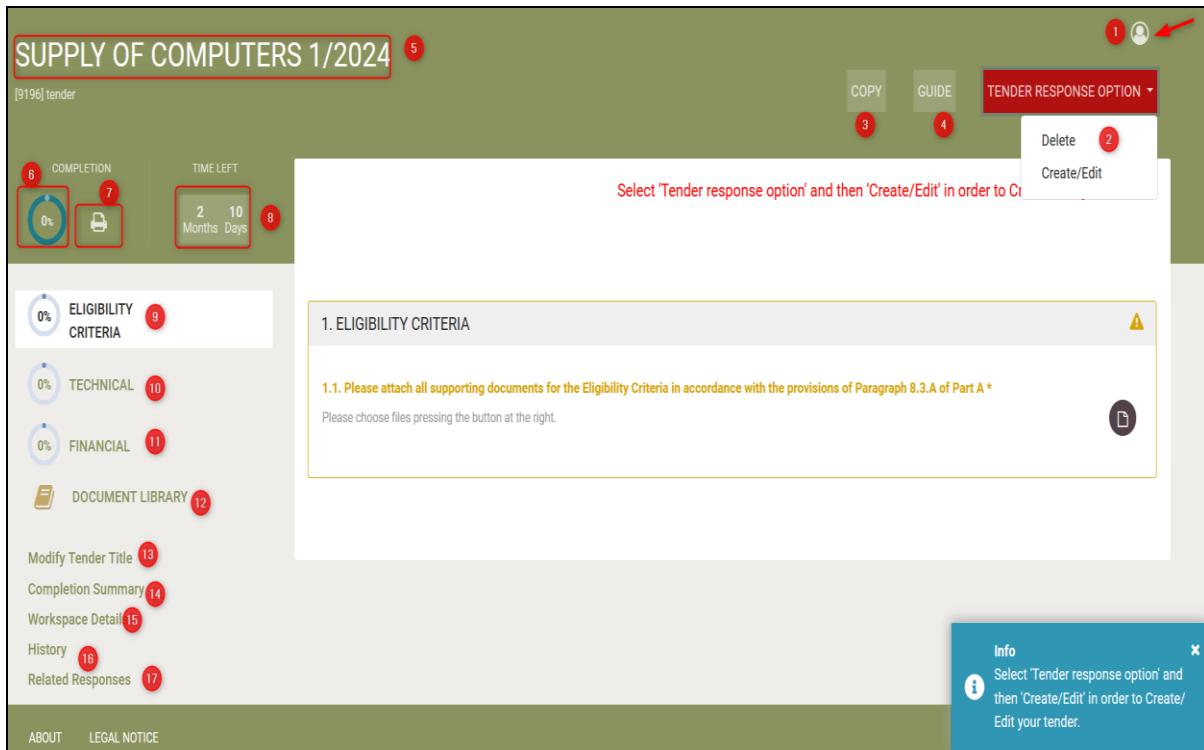


Figure28: Appendix I

Point 1: From this point the Economic operator can view his responses, can change language in Greek or English.

Point 2: Tender response option. The economic operator must select «**TENDER RESPONSE OPTION**»- «**Create/Edit**» to be able to complete his tender. With the delete option he can delete his tender.

Point 3: The tender can be copied and create a new.

Point 4: Guide for the Submission of tender: This is the guide to this application, it will explain the main functions and help you understand how to use the new tool.

Point 5: Tender Title: Is the title of the tender.

Point 6: Percentage of Completion: This is the percentage of completion of the Tender. It will be increased each time you complete a mandatory criterion. Mandatory criteria are marked with an asterisk "*".

Point 7: Print Tender: From this point you can print your tender.

Point 8: From this point you see the time remaining until the end of the competition.

Point 9: Section Eligibility criteria.

Point 10: Section Technical part.

Point 11: Section financial envelope.

Point 12: In the «Document Library» all the files you have uploaded will appear, and you will associate them with the criteria of your tender. Files that have been uploaded to the library but not associated with any part (eligibility, technical, financial) will not be submitted with your tender.

Point 13: Modify Tender Title, from this point you can modify the title of your tender.

Point 14: Completion rate: This is the completion rate for each section Eligibility criteria, technical part, and financial envelope.

Point 15: Workspace Details, the basic information of the competition.

Point 16: History, from this point you can see all your actions for the specific competition.

Point 17: Related responses, from this point you can see your tenders (draft status or submitted tenders) from the same economic operator.