

Instructions to digital submission of bids

Bidders - Digital submission of bids

The requirement and conditions for the submission of digital bids should appear from the tender documents.

It should be clear which documents to be included in the digital bidding, which file formats (pdf) and how documents are to be named.

If tender administrator has set a deadline, it will appear in the overview of the submission deadline.

From the main menu under Submit bid, a list of your active projects for bidding is shown.

Select the desired tender by double clicking on the project.

NB! The bidder can from here decline the bidding, after viewing tender documents.


If bidder declines the bidding, bidder will no longer have access to the tender documents.

In the dialog box, project number, project name, tender and sender's company name in the headline of submission of bid are shown.

At the bottom of the dialog box it is listed which categories bidder will deliver bids to.

Once the tender is closed by tender administrator, there can no longer be uploaded or deleted more bids.

Upload tender documents

The bidder attaches his bid documents by adding files on the  icon add attachments.

(A) Choose category if you are invited to more than one category

(B) Choose File / browse and select file and then upload

(C) The selected file now appears in the list (appear as an attached file name). Double-click the file name to open and view the document

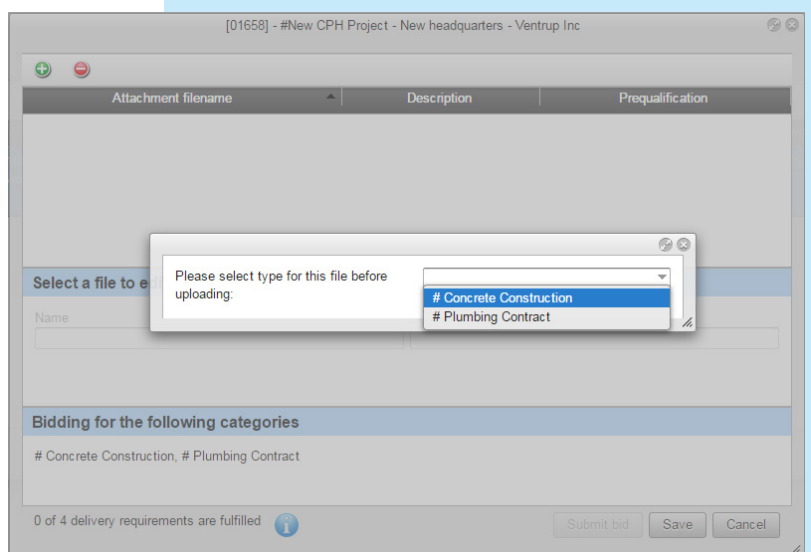
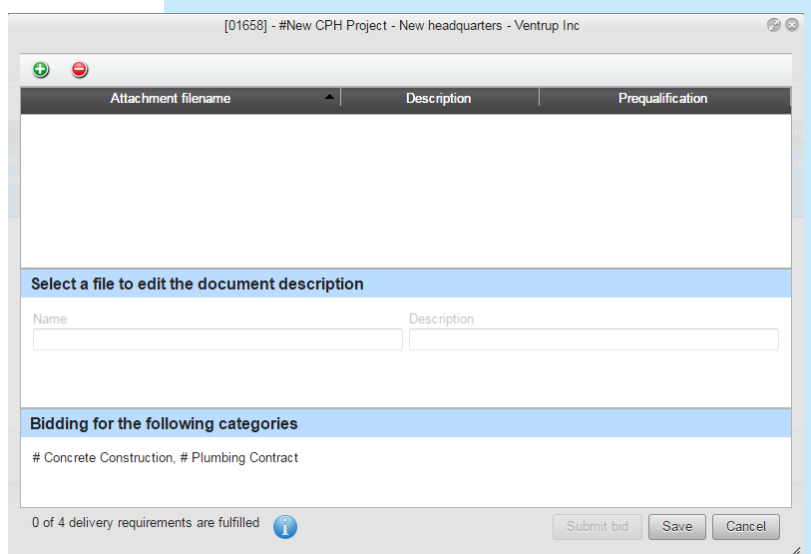
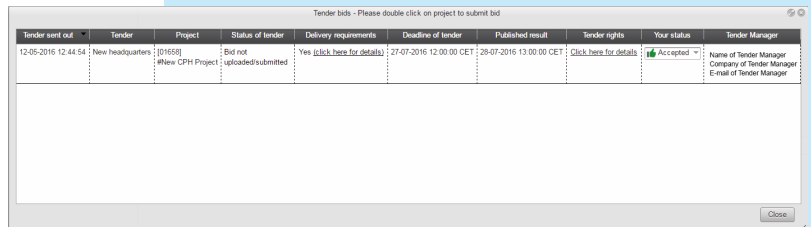
(D) The uploaded file can subsequently be named with a description (referred to requirements and conditions for bidding)

(E) Choose / select the file to edit or enter the desired description for the document

(F) The selected description now appears in the list of uploaded bid documents

(G) Click **Submit bid**. The bid is now submitted

(H) An e-mail confirmation will be sent regarding upload of the bid



Bidder - Delivery requirements

- If tender administrator have specified delivery requirements in the tender, you can get an overview of delivery requirements by clicking on the link **Click here for details**.

Tender sent out	Tender	Project	Status of tender	Delivery requirements	Deadline of tender	Published result	Tender rights	Your status	Tender Manager
12-05-2016 12:44:54	New headquarters	[01658] #New CPH Project	Bid not uploaded/submitted	Yes (click here for details)	27-07-2016 12:00:00 CET	28-07-2016 13:00:00 CET	Click here for details	Accepted	Name of Tender Manager Company of Tender Manager E-mail of Tender Manager

- Here you will get a list of all the delivery requirements.

Delivery requirements	Category	Description	File name	File type	Document template	Publication of the delivered - after the submission deadline (Licitati)
1. Offer List - front page	# Concrete Construction	Total Offer List	Offer List	xlsx (MS Excel)	No template	The delivered is accessible only for tender administrator
2. Offers Overview	# Concrete Construction	Overview	No requirement	pdf	No template	he delivered is accessible for tenderers and administrator
3. Offer List - front page	# Plumbing Contract	Total Offer List	Offer List	xlsx (MS Excel)	No template	The delivered is accessible only for tender administrator
4. Offers Overview	# Plumbing Contract	Overview	No requirement	pdf	No template	he delivered is accessible for tenderers and administrator

The process for uploading bid documents with delivery requirements are the same as described on the previous page, with the only difference that you should double-click on the delivery requirements you want to comply (upload).

Delivery requirements	Description	File name	File type	Document template	Publication of the delivered - after the submission deadline (Licitati)
1. Offer List - front page	Total Offer List	Offer List	xlsx (MS Excel)	No template	The delivered is accessible only for tender administrator
2. Offers Overview	Overview	No requirement	pdf	No template	he delivered is accessible for tenderers and administrator

You will by uploading the document, see the requirement of the concerned document

The following files will be accepted:
 Filename: Offer List - File type: .xlsx (MS Excel)
 Choose File No file chosen Upload

Once the file is uploaded, it will appear in the overview.

- You can throughout the process click on the blue information icon at the bottom, to get an overview of which delivery requirement has been met and which delivery requirement is missing.

Attachment filename	Description	Prequalification
Offer List.xlsx		# Concrete Construction

Select a file to edit the document description

Name: Description:

Bidding for the following categories

Concrete Construction, # Plumbing Contract

1 of 4 delivery requirements are fulfilled ⓘ

Submit bid Save Cancel

- The delivery requirements that are met, is marked with green check mark.

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Once all the requirements are met, the button **Submit bid** becomes active, and you can now click the button to submit the bid.

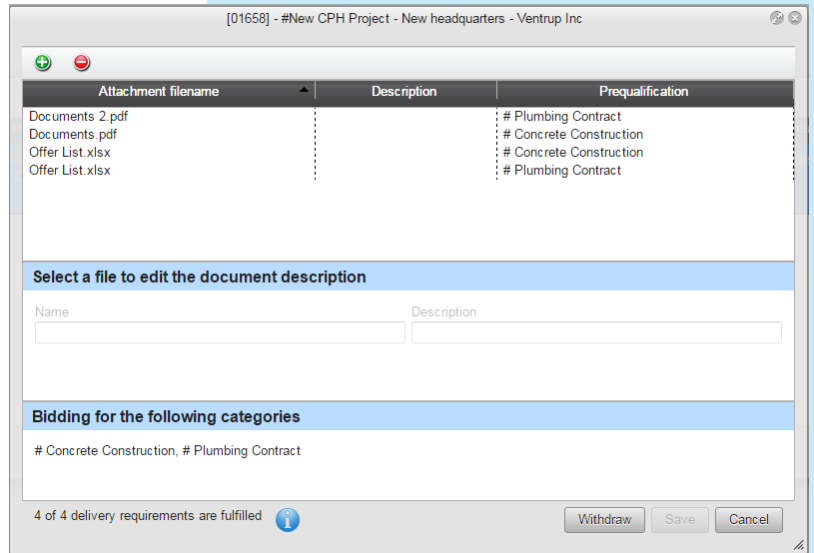
Withdrawal of bid

Before the deadline, the bid can be withdrawn. When using withdrawn bid, the uploaded files can be deleted or retained in the bid overview. A receipt for the withdrawal of the bid is sent by e-mail.


If some files are deleted, new uploaded files must comply with the delivery requirements. Files may be deleted individually and replaced with new files. Then new submission of bid can take place, in order to be considered.

A receipt for new submission of bid will be sent again per. e-mail.

When the bid is submitted and the deadline expired, the files can no longer be deleted or replaced.



Delete bid document

- (A) Click on **Withdraw bid**
- (B) Choose / select the file to delete
- (C) Click on  icon to remove attachment
- (D) Please confirm if file should be deleted - YES or NO

Conducting a tender in byggeprojekt.dk

When conducting a tender in byggeprojekt.dk may cause that bidders will be mutually visible after the deadline of opening of tenders. The same applies to bid documents which tender administrator has pre-selected to be published referred to the delivery requirements. If tender is not published online in byggeprojekt.dk, bidders will remain invisible among themselves and nothing is published in byggeprojekt.dk.

The result of tender and bids will appear in the project folder structure in yellow folders. The result of uploaded bid documents is shown in the folder named:

Tender (arrow ► indicates that there are subfolders for each tender and its outcome)
In folder **Tender result [tender title]** is listed the bids for each category

The folder structure is recognizable since it is based as in Microsoft Windows.

The black arrow [►] to the left of the folder, indicates that there are subfolders. By clicking on the arrow will expand the subfolders.

With one click on the black arrow next to the main folder will cause entire folder to contract again.

By selecting the folder, the contents will appear in the right pane where the files are listed.