



**INSTRUCTION TO SUBMIT COMMERCIAL OFFER
(TENDER WITH MULTIPLE LOTS)**

CONTENTS:

1.Registration and entry into thepersonalaccount.....	3
2. Search for tender.....	4
3.Submission commercial offer.....	5
4.Participation in the tender.....	11

1.Registration and entry into the personal account

SmartTender.biz web-site is a part of the project «Prozorro». To view the work of system «Prozorro» on the site:<http://prozorro.org/>

To start working at site, you must register. To do this, click "Register" (1), then open the form in two pages, which required. When choosing roles supplier chooses as a "participant(supplier)" Then you can go to your personal account. To do this, click "Login" (2) and enter data. Search tender through the window "on the trade platform" (3) (Fig. 1.1).

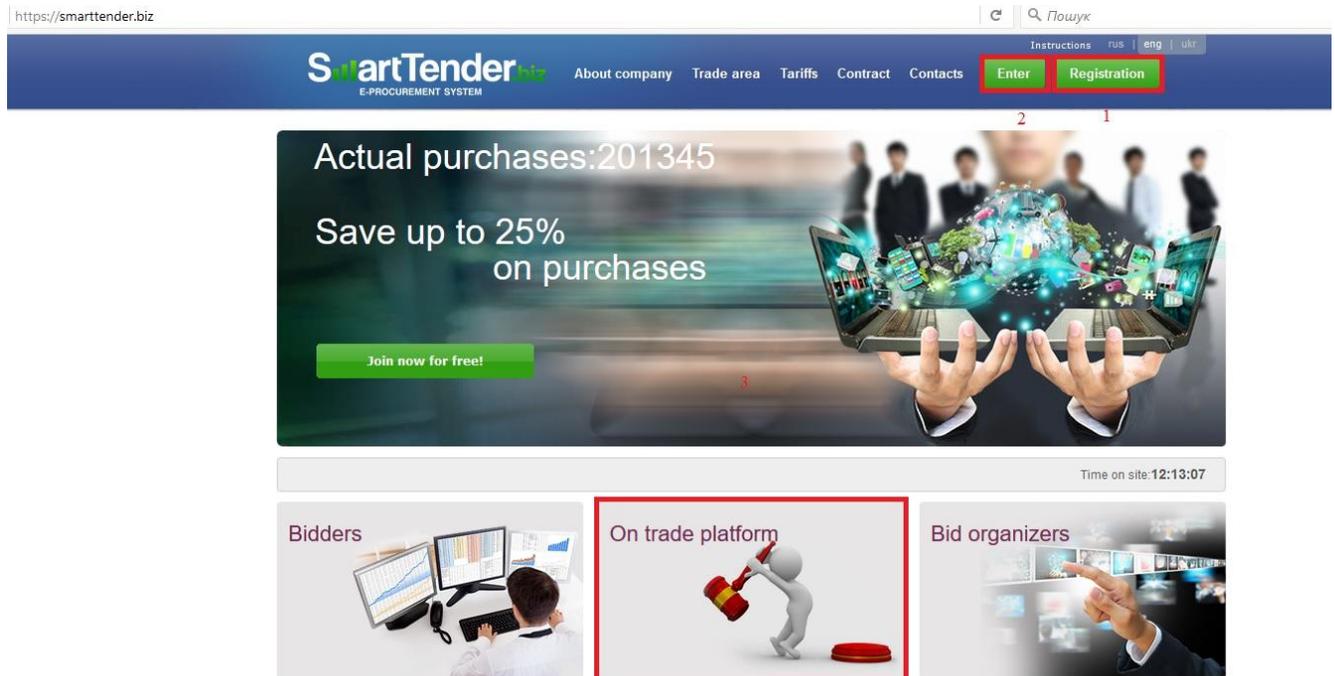


Figure 1.1

2. Search for tender

This window shows all purchases. In order to find tender, you choose the type of trading "public tenders" (4), enter in the search feed (1) number of tender (2) or other information. If the system did not find this tender, you must select "All categories of trades" (3) and re-enter data search strip (Fig. 2.1).

Main » Tenders Time on site: 12:19:08

Tenders Auction: [All bids](#) [Commercial for purchase](#) [Commercial for sale](#) **Public tenders** ⁴

Personal account [Archive of public tenders](#)

Contract Categories: [My bid categories](#) **All categories of trades** ³ 1

SmartTender regulations

ProZorro analysis Participate Favorites

Questions and Answers

Feedback

Legal consultation

Our partners ²



No	Subject Bid	Initiator	Category	The form of trading	Trading status	Date and time
180010	Прокат плоский зі сталі, без подальшого оброблення, крім холодного прокатування, завширшки не менше ніж 600 мм» код 24.10.4 за ДК 016:2010 («Сталь» код 14622000-7 за ДК 021:2015) (сталь листова гарячекатана) Classification ДК 021:2015: 14622000-7 Сталь Purchase budget: 1 810 685.55 hrn. with VAT Step rate cut: 2 000 hrn. N in CDB: UA-2016-06-02-000594-c ID in CDB: b98e56789cf94e8db17944da047f6b4	КОМУНАЛЬНЕ ПДПРИЄМСТВО "КИЇВПАСТРАНС"	Rent flat steel, without further treatment except cold rolling, a width of not less than 600 mm	Open tender Multilots	Acceptance of offers	Receiving offers to: 23.06.2016 10:00 Auction: 24.06.2016 13:06
221207	аpparatus cargo and lifting and parts to it (port cranes) Classification ДК 021:2015: 42414000-1 Підймальні крани, пересувні підймальні рами та автоманіпулятори, оснащені краном Purchase budget: 270 000 000 hrn. without VAT Step rate cut: 270 000 hrn. N in CDB: UA-2016-07-15-000404-b ID in CDB: 4ae6473a3ba842068f84525f99b74028	ГП «Морской торговый порт «Южный»	Apparatus and cargo lifting and parts to it	Open tender with English translation Multilots	Acceptance of offers	Receiving offers to: 19.08.2016 21:27 Auction: 26.09.2016 12:32
248885	ДК 016:2010- 29.10.3 Автомобілі для перевезення не менше ніж 10 людей (Код за ДК 021:2015 (СРV 2008) - 34121000-1 - Міські та туристичні автобуси), а саме шкільний автобус «Атаман» Д09352, 2016р., 30 місць, Дизпаливо 15-18 л. на 100 км., Євро 5 Classification ДК 021:2015: 34121000-1 Міські та	ВІДДІЛ ОСВІТИ МИКОЛАЇВСЬКОЇ РАЙОННОЇ ДЕРЖАВНОЇ АДМІНІСТРАЦІЇ МИКОЛАЇВСЬКОЇ ОБЛАСТІ	Cars for at least 10 people	Open tender	Acceptance of offers	Receiving offers to: 25.08.2016 21:00 Auction: 09.09.2016 12:45

Figure 2.1

Also, you can view information about completed the purchase in the "Archive of public tenders. "

3.Submission commercial offer

In order to submit an offer must verify that you went to the personal account - on the right you should see the name of the company. Then - put on the "Trade area" (2), then open the menu where you want to select "public tender" (3) (Fig. 3.1). You can also use the method, shown in Fig. 1.1.

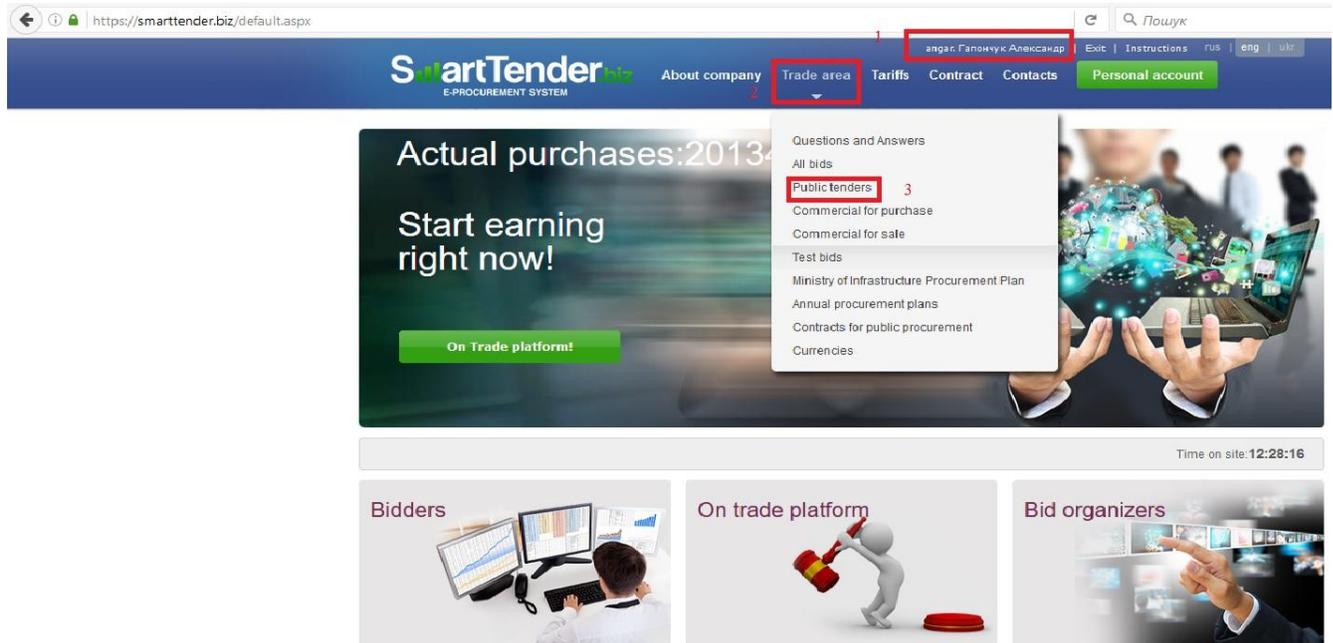


Figure 3.1

Page opens with a list of public tenders. To submit offer for sale, interest, you need to enter a search feed for tender (1) or other information and click on "Search" or "Advanced Search" .After being this tender will have to click on it (2) in order to access details (Figure 3.2).

The description contains the following information:

- ❖ The name of the company (Bid);
- ❖ The city (which placed this organization);
- ❖ The form of the tender (or subthreshold open tender procurement);
- ❖ Initial rate (the amount above which can not serve commercial proposal);
- ❖ To discuss the purchase (date, during which suppliers have the opportunity to organizer only ask questions through the "Discussion" (4)
- ❖ Open tender if it is during the discussion may submit commercial proposal); 6
- ❖ The beginning and end of receiving proposals (date, during which suppliers have the opportunity to submit an offer, click through
- ❖ "Submit commercial offer" (3));

- ❖ The beginning of the tender (the date of the auction, which automatically determines the CDB for each lot. To participate in the auction provider in the date and time
- ❖ by CDB must log in (enter your username and password) on the site,
- ❖ find a tender point click "In details" (5) near the Lot which will
- ❖ take part, open a new tab and click "Take part in the auction ";
- ❖ Payment for participation (the amount of money that must be paid to ensure that there
- ❖ Opportunity to submit an offer and the funds from the account deducted, paid in the auction.

Payment for participation

If the budget is to purchase 20,000 UAH - participation fee 17 UAH.

If the budget is to purchase 50,000 UAH participation fee is 119 UAH

If the budget is to purchase 200000hrn participation fee is 340 UAH.

If procurement budget is 1 million fee for participation is 510 UAH.,

If the budget is the purchase of 1 million fee for participation is 1700UAH.

Subject of bid (name of the procurement, classification by CPV);

- Step decline rates (the amount of money below which no possibility to put on auction its previous proposals);

- A description of the tender (contains detailed information about the purchase);

- Category (category Classifier DK 021: 2015);

1. The status of purchases (actual time available for discussion or for receiving offers, or auction, or - qualification);

2. Contact person (contact information of the responsible employee organizations);

3. The tender documents (documents that are added to the organizer of purchase).

The screenshot displays the ProZorro tender portal. On the left, there is a sidebar with navigation options like 'Tenders', 'Personal account', and 'Contract'. The main area shows a search for tender '249699' with filters for 'Participate' and 'Favorites'. Below the search, a table lists tender details. The selected tender (ID 249699) is highlighted with a red box and a '1'. Its details, including the subject 'Нойубук AP 15-AC 134 Flyer Red 15,6' and initiator 'КОМУНАЛЬНИЙ ЗАКЛАД "НІКОЛЬСЬКА ЦЕНТРАЛІЗОВАНА БІБЛІОТЕЧНА СИСТЕМА"', are shown in a red box with a '2'. At the bottom, there are buttons for 'In detail', 'Submit commercial offer' (marked with a red box and '3'), 'Discussion' (marked with a red box and '4'), and 'Appeal'. A 'Детально' button is also highlighted with a red box and '5'.

Figure 3.2

After reviewing the purchase details must click "Submit commercial offer '(3) (Fig. 3.2).

In the form that opens fill in the following information:

1. The amount of the offer. Note that the amount specified for each lot separately;
2. Documents organizer indicated in the tender documents; After this - click on "Send offer" (3) (Fig. 3.3).

Commercial offer by tender number for purchase 272223

Budget procurement: 17 000 UAH
 Accompanying information for tender. File size should not exceed 20MB.

Offer by lot: "Лот 1. Вода питна"

Initial rate: 8 000 UAH Step auction: 80 UAH
 Amount of offer: 1

Information about subcontractor

Positions
 1. Вода питна (1 л)
 : 111, Ukraine, Київська обл., Київ, вулиця

Accompanying information for lot. File size should not exceed 20MB.
 2

Offer by lot: "Лот 2. Вода питна"

Initial rate: 9 000 UAH Step auction: 90 UAH
 Amount of offer: 1.1

Information about subcontractor

Positions
 1. Вода питна (20 л)
 : 111, Ukraine, Київська обл., Київ, вулиця

Accompanying information for lot. File size should not exceed 20MB.
 2.1

Підтверджую відповідність кваліфікаційним критеріям, встановленим замовником в тендерній документації
 Підтверджую відсутність підстав для відмови в участі згідно статті 17 Закону України "Про публічні закупівлі"

According to Prozorro Regulation, after the auction your proposal and all attachments will be published in the public domain.

3

Figure 3.3

After the proposal was sent to a window with information about participation in the tender and the balance of the personal balance. If enough money to pay, you must create an account via "My Account" - "Get in invoice " (Fig. 3.4).

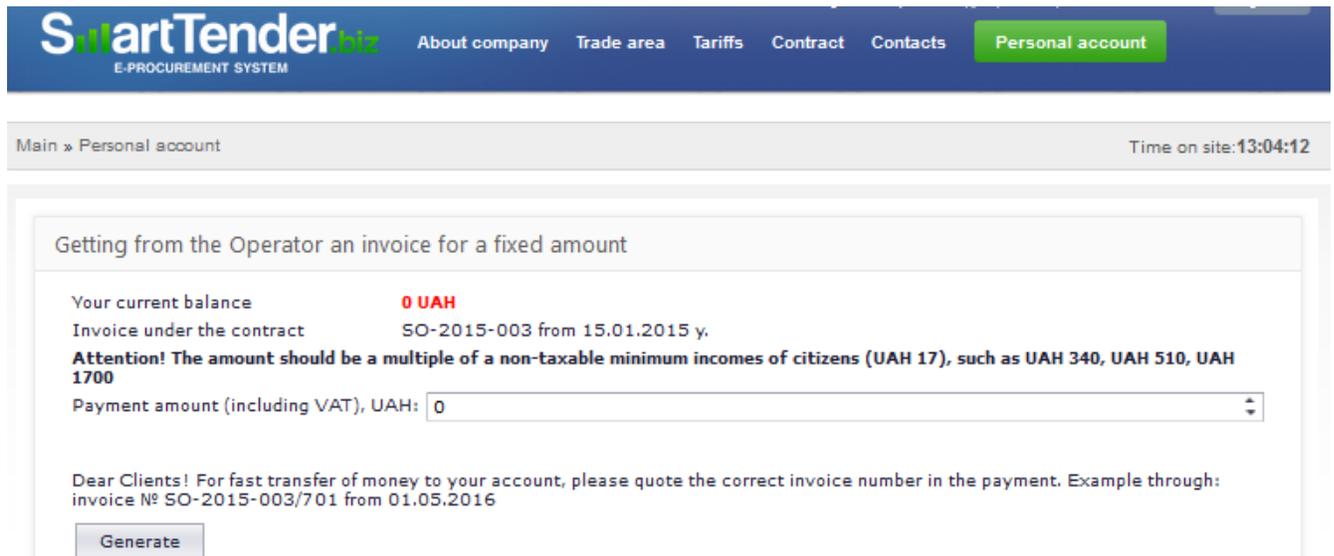


Figure 3.4

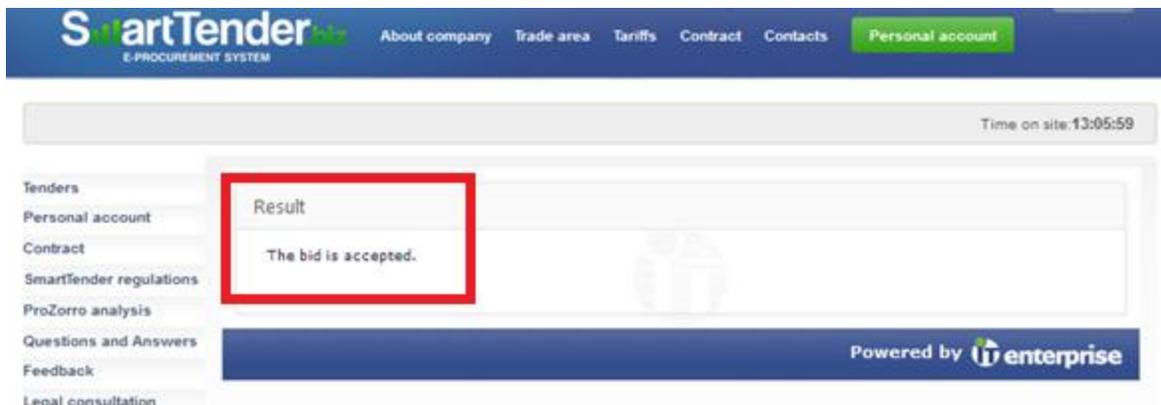


Figure 3.5

Also, make sure that the proposals submitted can be returned to column "Date and time", there will be written "Offer submitted" (1) (Fig. 3.6).

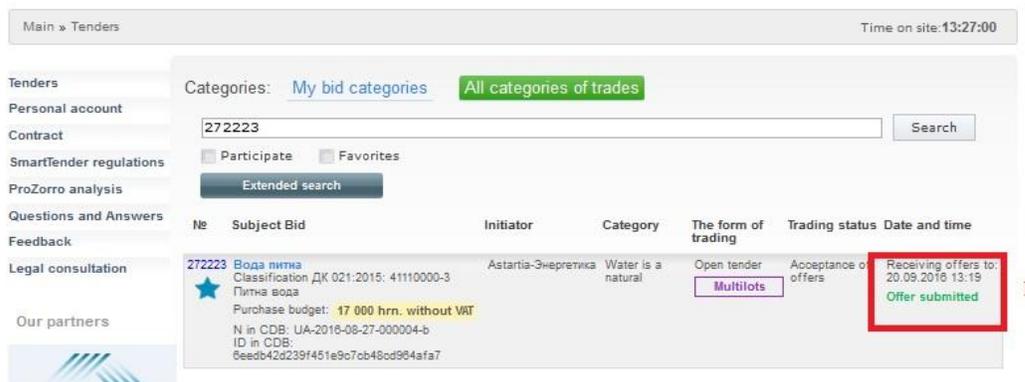


Figure3.6

Good luck at the work on SmartTender.biz!