



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

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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.).

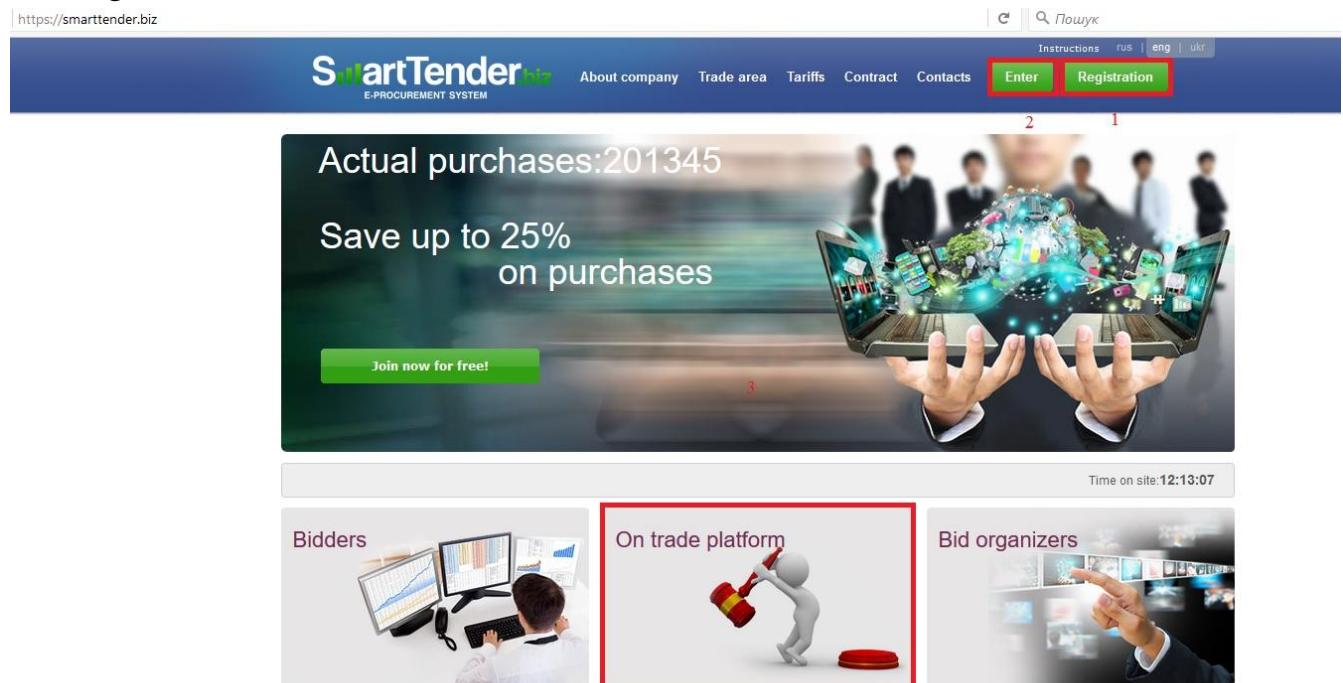


Figure 1.1

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

Personal account

Contract

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

[Archive of public tenders](#)

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

☐ Participate ☐ Favorites

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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, заширшки не менше ніж 600 мм» код 24.10.4 за ДК 016:2010 («Сталь» код 14622000-7 за ДК 021:2015) (сталь листовая горячекатаная) 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: b98e56789cf94e8dbe17944da047f6b4	КОМУНАЛЬНЕ ПІДПРИЄМСТВО "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 (CPV 2008) - 34121000-1 - Міські та туристичні автобуси), а саме шкільний автобус «Атаман» Д093S2, 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.

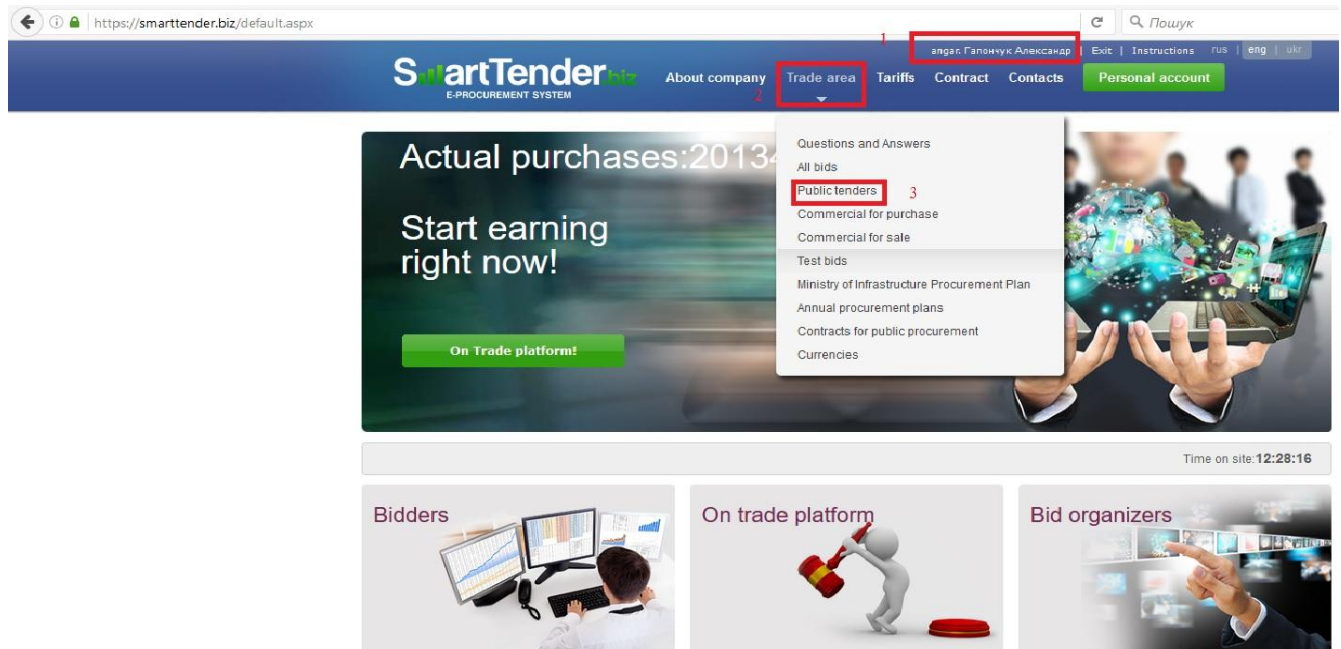


Figure 3.1

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).

Tenders Auction: All bids Commercial for purchase Commercial for sale **Public tenders**

Personal account Archive of public tenders

Contract Categories: My bid categories All categories of trades

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CONTROL THE PROCESSES AND MAKE DECISIONS REMOTELY

249699 1

Participate Favorites

Extended search

Nr	Subject Bid	Initiator	Category	The form of trading	Trading status	Date and time
249699	Нойтбук AP 15-AC 134 Flyer Red 15,6 Classification ДК 021:2015: 30213000-5 Персональний комп'ютер Purchase budget: 10 852 грн. without VAT Step rate cut: 20 грн. N in CDB: UA-2016-08-11-000338-b ID in CDB: cd2bed0720d04d1ab02199afaf97b83	КОМУНАЛЬНИЙ ЗАКЛАД "НИКОЛЬСЬКА ЦЕНТРАЛІЗОВАНА БІБЛІОТЕЧНА СИСТЕМА"	Not defined	Open tender, below threshold Multilots	Acceptance of offers	Receiving offers to: 10.09.2016 13:00 Auction: 12.09.2016 12:18

2

Detailed information on tender

249699

Initiator

Name: КОМУНАЛЬНИЙ ЗАКЛАД "НИКОЛЬСЬКА ЦЕНТРАЛІЗОВАНА БІБЛІОТЕЧНА СИСТЕМА"

Address: 87000, ВУЛИЦЯ СВОБОДИ, будинок 128

Site

Information on procedure

Bidding form: Open tender, below threshold

Starting bid: 10 852 (грн.)

Discussing purchase to: 26.08.2016 12:00

Start receiving offers: 26.08.2016 12:00

Closing accepting offers: 10.09.2016 13:00

The list of items

Name	Lot status	Budget (грн.)	Payment for participation (грн.)	Start of auction
Нойтбук AP 15-AC 134 Flyer Red 15,6	Operates	10 852.00	17.00	12.09.2016 12:18

5

Category: Not defined

Status of purchase: Acceptance of offers

Contact person

Contact person of enterprise: Ірина Поемдіва

Telephone: +380978980953

E-mail: volodar.biblioteka@meta.ua

sign.p7s

dogovsr_11.jpg

dogovir_21.jpg

3 4

In detail Submit commercial offer Discussion Appeal

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. Бода нима"

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

Information about subcontractor

Positions
1. Бода нима (1 л)
: 111, Ukraine, Київська обл., Київ, вулиця

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

Offer by lot: "Лот 2. Бода нима"

Initial rate: 8 000 UAH Step auction: 90 UAH
Amount of offer*: 1.1

Information about subcontractor

Positions
1. Бода нима (20 л)
: 111, Ukraine, Київська обл., Київ, вулиця

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

☐ 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.

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).

SmartTender.biz
E-PROCUREMENT SYSTEM

About company Trade area Tariffs Contract Contacts **Personal account**

Main » Personal account Time on site: 13:04:12

Getting from the Operator an invoice for a fixed amount

Your current balance **0 UAH**

Invoice under the contract SO-2015-003 from 15.01.2015 y.

Attention! The amount should be a multiple of a non-taxable minimum incomes of citizens (UAH 17), such as UAH 340, UAH 510, UAH 1700

Payment amount (including VAT), UAH: 0

Dear Clients! For fast transfer of money to your account, please quote the correct invoice number in the payment. Example through: invoice № SO-2015-003/701 from 01.05.2016

Generate

Figure 3.4

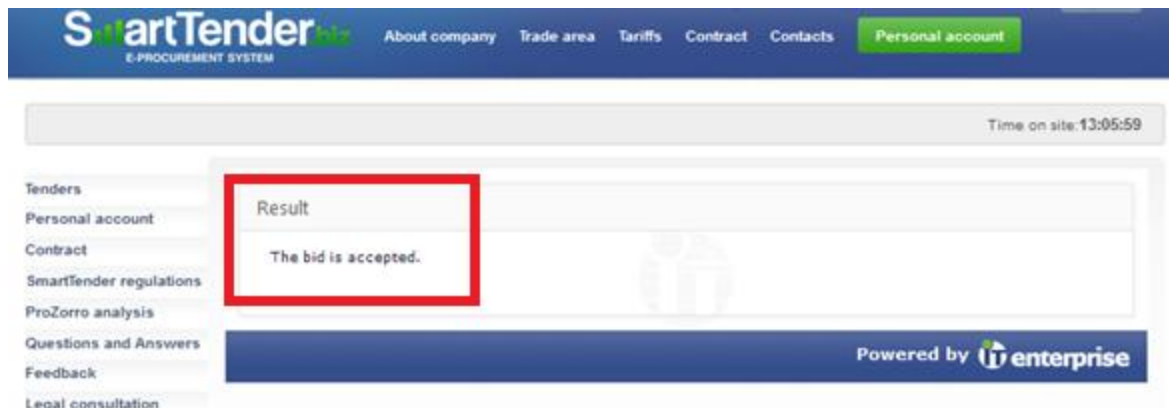


Figure 3.5

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).

Main » Tenders Time on site: 13:27:00

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272223 Search

☐ Participate ☐ Favorites

Extended search

№	Subject Bid	Initiator	Category	The form of trading	Trading status	Date and time
272223	Вода питна Classification ДК 021:2015: 41110000-3 Питна вода Purchase budget: 17 000 hrn. without VAT N in CDB: UA-2016-08-27-000004-b ID in CDB: 6eedb42d239f451e9c7cb48d964afa7	Astartia-Знепретика	Water is a natural	Open tender Multilots	Acceptance of offers	Receiving offers to: 20.09.2016 13:19 Offer submitted

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Figure 3.6

Good luck at the work on SmartTender.biz!