

Prerequisites:

- You and your company are registered in the Procurement Register;
- You are logged in;
- You have opened the procurement that you are interested in;
- You have registered to the procurement.

1. Open the tab „Tenders“ and click „Add a tender“

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Infotark AS tenders

Add a tender

No	Tender ID	Tenderer	Tenderer	Status	Submitted
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Infotark AS as a co-tenderer in a joint tender

No	Tender ID	Tenderer	Tenderer	Status	Submitted
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2. Choose if you are submitting a joint tender, ie together with (an)other company(ies) or not.

2.1 If you are submitting a tender on your own, choose „No“ and click „Create tender“

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Assign a joint tender

* Joint tender No

Create tender Cancel

2.2 If you are submitting a joint tender, choose „Yes“

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Assign a joint tender

* Joint tender No
No
Yes

Create tender Cancel

and add co-tenderer(s). Then click „Create tender“

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Joint tender

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1. Add co-tenderer

No	Co-tenderer in case of a joint tender
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2. Create tender Cancel

3. Upload qualification documents

On the tab „Qualification terms“ uploading documents marked with a red flag is obligatory, other documents are optional depending on the tenderer or the requirement (eg Estonian companies do not have to upload certificates when the data can be verified via public registers). A file may not exceed 20 MB.

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Tender
Tenderer: **Infotark AS (10047988)** | Reference number: **3406** | Status: **koostatud** | Submitted: **NOT SUBMITTED** | Submission deadline: **3 years from now (16.04.2018 13:45)**

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Conditions for participation - qualification requirements

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GROUPS FOR EXCLUSION

	No	Requirement and the requested document	Document form	Document
Obligatory	1	* Contracting authority will not award a public contract to a person and will exclude from a procurement procedure a tenderer: 1) who or whose legal representative has been convicted of organising a criminal group or belonging thereto or violating the requirements of public procurement or fraud or committing offences relating to professional misconduct or money laundering or tax offences in criminal or misdemeanour proceedings, and whose data concerning the conviction have not been deleted from the registry of convictions in accordance with the Registry of Convictions Act or whose conviction is valid in accordance with the legislation of their country of residence or country of location; 2) who is bankrupt or under liquidation, whose business operations have been suspended or who is in another similar state under the legislation of its country of location, except upon purchase of supplies in the event and on the conditions provided for in clause 4) of subsection (4) of § 28 of this Act; 3) against whom a compulsory liquidation procedure or another similar procedure has been initiated in accordance with the legislation of its country of location; Tenderer shall submit a written certificate of the absence of the circumstances specified above.		Add a document
FINANCIAL AND ECONOMIC STANDING				
If applicable	1	Tenderer's last year's turnover must be at least 50 000 EUR. Tenderer shall submit an annual report or extract of the annual report to prove the compliance to this term. Estonian legal persons do not have to submit an annual report as the Contracting Authority has an access to annual reports in the Commercial Register.		Add a document
TECHNICAL AND PROFESSIONAL ABILITY				
Obligatory	1	* Tenderer must have accomplished at least three similar contracts. Tenderer shall submit the list of the supplies contracts performed during up to the last three years and matching the properties specified by the contracting authority, which reflects the value, dates of award and counterparty details of the contracts.	Form 1 (form)	Add a document

Additional documents (freely uploaded documents)

[Add a document](#)

	No	Comment	Document

4. Upload tender documents

On the tab „Compliance terms“ uploading documents marked with a red flag is obligatory, other documents are optional depending on the tender or the requirement. A file may not exceed 20 MB.

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Requirements for the tender - compliance terms

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	No	Requirement and the requested document	Document form	Document
Obligatory	1	* Tender must comply with the terms set in the Tender Documents. Please submit your tender according to the set terms.		Add a document

Additional documents (freely uploaded documents)

[Add a document](#)

	No	Comment	Document

5. Add numerical values (if applicable) and the price

On the tab „Price“ add values for numerical criteria (if applicable) and unit price(s). Save.

General information ✓ Qualification terms ✓ Compliance terms ✓ **Price**

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Numerical criteria

	Nr	Criteria	Number evaluation	* Value
	2	Delivery time in calendar days	lowest is best	<input type="text" value="30"/>
	3	Guarantee period in months	highest is best	<input type="text" value="18"/>
				<input type="button" value="Save"/>

Tender price form

Currency: EUR

No	Name	Description	Quantity	Unit	* Unit price	Without VAT	VAT %	With VAT	Remarks	Does not sum up to total cost
	1	Table	100	tk	<input type="text" value="85"/>	8 500,00	<input type="text" value="20"/>	10 200,00	<input type="text"/>	
	2	Chair	50	tk	<input type="text" value="40"/>		<input type="text" value="20"/>		<input type="text"/>	
Total price without VAT:								8 500,00		
Total price with VAT:								10 200,00		
										<input type="button" value="Save"/>

Additional documents (freely uploaded documents)

[Add a document](#)

No	Comment	Document

6. Uploading additional documents (if applicable)

Below „Qualification terms“, „Compliance terms“ and „Price“ it is possible to upload additional documents. Click „Add a document“. A file may not exceed 20 MB.

Additional documents (freely uploaded documents)

No	Comment	Document

Browse a document from your computer and add a comment on the document you are adding. Save.

Adding additional document
Close

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* Document file

* Comment

7. Submit your tender

The buttons „Sign“ and „Submit“ only appear after you have uploaded all the obligatory documents and entered numerical values/prices. All the four worksheets (General information, Qualification terms, Compliance terms, Price) must finally have green ticks . All uploaded documents together may not exceed 100 MB. A tender must first be digitally signed and then submitted.

NB! In case you have no possibilities to sign with Estonian ID card, mobile ID, digi-ID or [e-resident's digi-ID](#), please submit your e-tender without a digital signature. In such a case, please check with your contracting authority beforehand if paper-signed documents are additionally required.

If no digital signing possibilities are available, click “Submit”.

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Tender

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NOT SUBMITTED Sign Submit

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Numerical criteria

Nr	Criteria	Number evaluation	* Value
2	Delivery time in calendar days	lowest is best	<input style="width: 50px;" type="text" value="30.0"/>
3	Guarantee period in months	highest is best	<input style="width: 50px;" type="text" value="18.0"/>
			<input type="button" value="Save"/>

Tender price form

Currency: EUR

No	Name	Description	Quantity	Unit	* Unit price	Without VAT	VAT %	With VAT	Remarks	Does not sum up to total cost
1	Table		100	tk	<input style="width: 50px;" type="text" value="80"/>	8 000,00	<input style="width: 30px;" type="text" value="20"/>	9 600,00	<input style="width: 50px;" type="text"/>	
2	Chair		50	tk	<input style="width: 50px;" type="text" value="40"/>	2 000,00	<input style="width: 30px;" type="text" value="20"/>	2 400,00	<input style="width: 50px;" type="text"/>	
Total price without VAT:								10 000,00		
Total price with VAT:								12 000,00		
										<input type="button" value="Save"/>

Then click „Submit“ again.

Signing
Close

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Sign digitally Submit

You will receive a confirmation e-mail to prove the successful submission of your tender.

Before the submission deadline it is always possible to withdraw your tender, make necessary amendments and submit again.

Signed by

File [Pakkumus 3409.zip](#)

Name	Date and time

Withdraw