

Electronic participation in GIZ's tender procedures

Submitting electronic bids or requests

Guidelines for companies

Status 11.06.2021

Contents

- 1. Preliminary remarks4**
 - 1.1 GIZ tenders: Changeover to fully electronic tender procedures4
 - 1.2 Using the guide4

- 2. System requirements5**
 - 2.1 Requirements.....5
 - 2.2 How do I know if my system meets the requirements for submitting electronic bids (where necessary, after installing Java)?5

- 3. Important internet addresses and contact data for support 7**
 - 3.1 GIZ eProcurement Tender Platform7
 - 3.2 Support7
 - 3.3 Additional guidelines7

- 4. Registering on the GIZ eProcurement Tender Platform8**

- 5. Participation in electronic tender procedures (publicly advertised)..... 11**
 - 5.1 GIZ eProcurement Tender Platform11
 - 5.1.1 Information about the portal11
 - 5.1.2 Step-by-step guide12
 - 5.2 TED.....13
 - 5.2.1 Information about the portal13
 - 5.2.2 Step-by-step guide13
 - 5.3 bund.de15
 - 5.3.1 Information about the portal15
 - 5.3.2 Step-by-step guide16

Submitting electronic bids or requests

6. Participation in an electronic tender procedure in response to a personal invitation20

- 6.1 You are already registered20
- 6.2 You are not registered yet23

**7. Submitting bids and requests to participate electronically
24**

- 7.1 Step 1: Call up the bidder tool24
- 7.2 Step 2: Read the contract award documentation, enter bid/request to participate in the bidder tool27
 - 7.2.1 Overview of the bidder tool functions.....27
 - 7.2.2 Important information, tips and tricks for creating bids and requests to participate28
- 7.3 Step 3: Submit bid/request to participate online.....34
- 7.4 Withdrawing bids or requests to participate39

1. Preliminary remarks

A note in advance: To improve the readability of this document, we have dispensed with the simultaneous use of masculine and feminine forms. All personal designations apply equally to both genders.

1.1 GIZ tenders: Changeover to fully electronic tender procedures

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is required to implement electronic award procedures for EU-wide tender procedures (EU Directive 2014/24/EU) and, on a gradual basis, for award procedures under the EU thresholds (currently EUR 221,000 for contracts for services and supplies and EUR 5,548,000 for construction contracts). Accordingly, GIZ gradually began to launch an electronic process for communications related to award procedures **in July 2018**.

You are able to participate in our electronic tender procedures through our website at <https://ausschreibungen.giz.de>. Once you register, we can also use the platform to directly invite you/your company to submit bids in future restricted tenders and negotiated award procedures.

<p>Note: We recommend that you register for the GIZ eProcurement Tender Platform as soon as possible. You can register, search for tender procedures and participate in tender procedures free of charge.</p>
--

You can find more useful information on registration and use in this guide.

1.2 Using the guide

This guide

- assists users to register on the GIZ eProcurement Tender Platform,
- helps you to create and submit bids and requests to participate electronically,
- and highlights special factors that must be taken into account

2. System requirements

2.1 Requirements

You must comply with the following system requirements to create and submit bids and requests electronically:

- eProcurement Tender Platform <https://ausschreibungen.giz.de>:

- PC with standard web browsers (Internet Explorer version 10 or higher, Firefox 20 or higher, Google Chrome, Apple Safari S 5 or higher).
- JavaScript and temporary cookies must be allowed. The browser must support secure SSL connections.
- The browser must display the character set ISO-8859-1 (Western European), which is the default setting.
- All current security updates and the latest service packs for the operating system should be installed.

- Bidder tool (available on the eProcurement Tender Platform; required in order to submit bids and requests)

- The bidder tool is deployed to Install4J. There is no Java installation required.
- A one-time installation of the bidder tool allows you to submit an offer to all e-tendering marketplaces based on cosinex technology
- All relevant information is supplied directly for the installation process.
- No administrator privileges are required to install unless there are restrictions on the computer
- The application automatically updates every time it starts

2.2 How do I know if my system meets the requirements for submitting electronic bids (where necessary, after installing Java)?

- 1 Log into <https://ausschreibungen.giz.de> with your user ID and password (click the **Login** (Anmelden) button; you must first have registered – see section 4 *Registering on the GIZ eProcurement Tender Platform*, p. 8)
- 2 Open one of the two test tender procedures. When searching, just find the unique ID.

We have currently stored two test tender procedures for you:

German: *Test procedure for electronic submission of tenders (ID: CXR2YYRYYYM)*

Submitting electronic bids or requests

English: [Test procedure for electronic submission of tenders \(ID: CXR2YYRYYYB\)](#)

- 3 Within this procedure, click the button **Participate** or **Participate now**.
- 4 In the menu, choose **Bids** (on the left).
- 5 Click the **Start bidder tool** button.
- 6 The **bidder tool** should now open, and you should be able to view the contract award documents. If this is not the case, please refer to Support and additional guidelines (see above).

3. Important internet addresses and contact data for support

3.1 GIZ eProcurement Tender Platform

- GIZ eProcurement Tender Platform (VMP) <https://ausschreibungen.giz.de/>

Here you will find all GIZ tender procedures already processed electronically using the new Award Management System.

- GIZ's procurement: <https://www.giz.de/ausschreibungen>

You will continue to find all notifications on conventional tender procedures here (until the full changeover to the electronic award procedure); you will also find more important information on procurement at GIZ.

3.2 Support

- Technical matters: support@cosinex.de (recommended) or via service telephone number: **+49 (0)900-1-267463** (EUR 1.49 per minute from a German landline, mobile phone charges may vary)

Service availability: Monday to Friday, in each case from 8:00 a.m. to 6.00 p.m. (Central European Time, MEZ)

- Product advice for bidders and applicants: bieter@dtvp.de or by telephone **+49 (0)221 97668-240**

3.3 Additional guidelines

- Support for companies (German): <https://support.cosinex.de/unternehmen/>
- Support for companies (English): <https://support.cosinex.de/unternehmen/display/company/English+Instructions>

You will find detailed guidelines for using the platform in the **Service & Support Center** operated by Cosinex, the system provider. Cosinex is responsible for providing technical and process support.

4. Registering on the GIZ eProcurement Tender Platform

As a general rule: registration, searches and participation in GIZ tender procedures are and will remain **free of charge**.

For questions about registration: support@cosinex.de (recommended) or via service telephone number: **+49 (0)900-1-267463** (EUR 1.49 per minute from a German landline, mobile phone charges may vary)

The registration process that you will need to complete in order to submit bids electronically on the GIZ eProcurement Tender Platform takes about five minutes and works as follows:

- 1 Click <https://ausschreibungen.giz.de> to access the GIZ eProcurement Tender Platform.

The screenshot shows the GIZ Vergabemarktplatz website. The GIZ logo is at the top left, with the text 'Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH'. The page title is 'GIZ Vergabemarktplatz'. Below the title, there is a navigation bar with links: Home, Login, contracting authorities, Contact, GTC, Print page. A search bar is also present. On the left, there is a sidebar with links: Login, Registration (highlighted with a red arrow), and Advanced search. Below the sidebar, there is a section titled 'LATEST NOTICES' with a table of notices.

Published	Submission deadline	Short Description	Type	Contracting authority	Action
18.05.2021	14.06.2021	81271012 - Development of AI-based Chatbot in Kenya including coaching and mentoring for local developer team	UVgO Notice	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH	

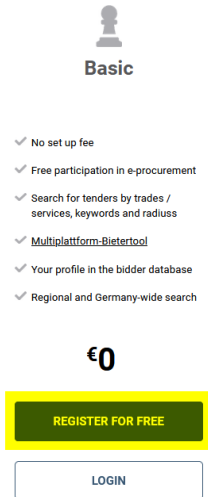
- 2 Choose **Registration**. This will take you to the site 'Deutsches Vergabeportal' (German tender portal).

The screenshot shows the Deutsches Vergabeportal website. The logo is 'Deutsches Vergabeportal'. There is a navigation bar with links: MY ACCOUNT, SERVICE & SUPPORT, DE | EN. Below the navigation bar, there is a search bar with the text 'SEARCH ORDERS' and 'PLACE ORDERS'. At the bottom, there is a footer with the text 'Home Bidders Prices & editions for bidders'.

Prices & editions for bidders

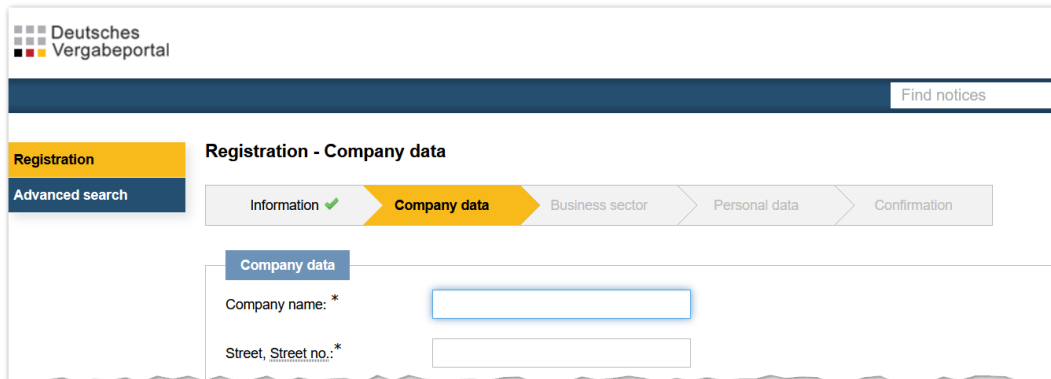
Submitting electronic bids or requests

- 3 Click **Registration** under the **free** basic option. This version is perfectly adequate for participation in the contract award process.



The screenshot shows the 'Basic' registration option. At the top, there is a person icon and the word 'Basic'. Below this, a list of features is shown with checkmarks: 'No set up fee', 'Free participation in e-procurement', 'Search for tenders by trades / services, keywords and radius', 'Multiplattform-Bietertool', 'Your profile in the bidder database', and 'Regional and Germany-wide search'. A large '€0' is displayed below the list. At the bottom, there are two buttons: a yellow 'REGISTER FOR FREE' button and a white 'LOGIN' button.

- 4 Enter the required details on the registration form (English version available) and then submit the completed form.

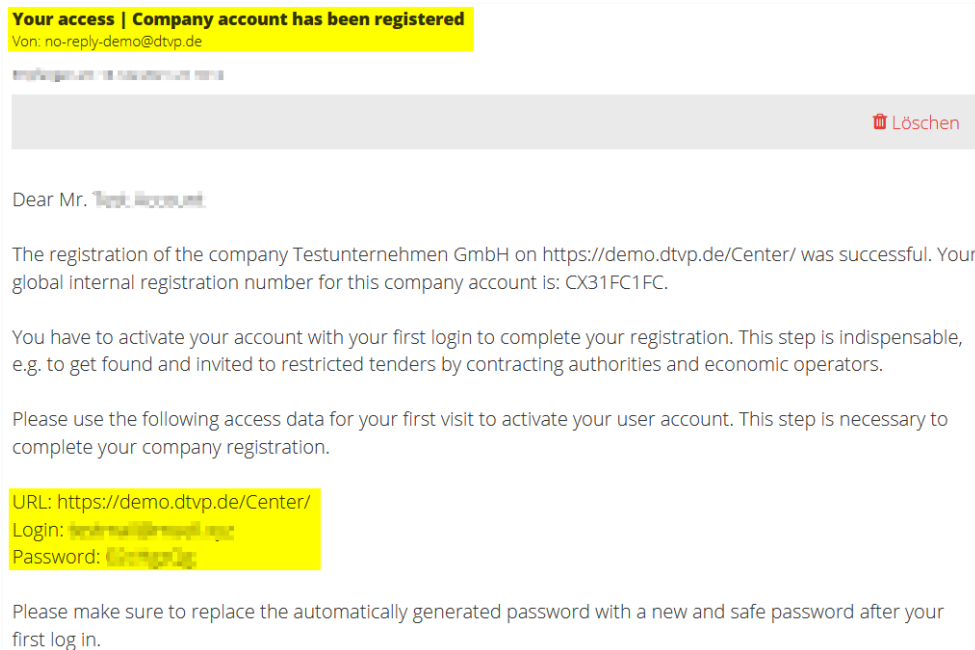


The screenshot shows the 'Registration - Company data' form. The top left corner has the logo for 'Deutsches Vergabeportal'. A 'Find notices' button is in the top right. The main content area has a navigation bar with 'Registration' and 'Advanced search' buttons. Below this is a progress indicator with steps: 'Information' (checked), 'Company data' (active), 'Business sector', 'Personal data', and 'Confirmation'. The 'Company data' section is expanded, showing two input fields: 'Company name: *' and 'Street, Street no.: *'.

Note: If you do not wish to register a 'Company' or are, say, a **consultant**, enter your first and last names in the 'Company name' (Unternehmensname) field.

Submitting electronic bids or requests

- 5 Wait for the email confirmation. (This will come within a few minutes, after the registration has been checked, and includes your user ID and password to log into the system.)



Your access | Company account has been registered
Von: no-reply-demo@dtvp.de

empfangen am 18. November 2021

Löschen

Dear Mr. **Test Account**

The registration of the company Testunternehmen GmbH on <https://demo.dtv.de/Center/> was successful. Your global internal registration number for this company account is: CX31FC1FC.

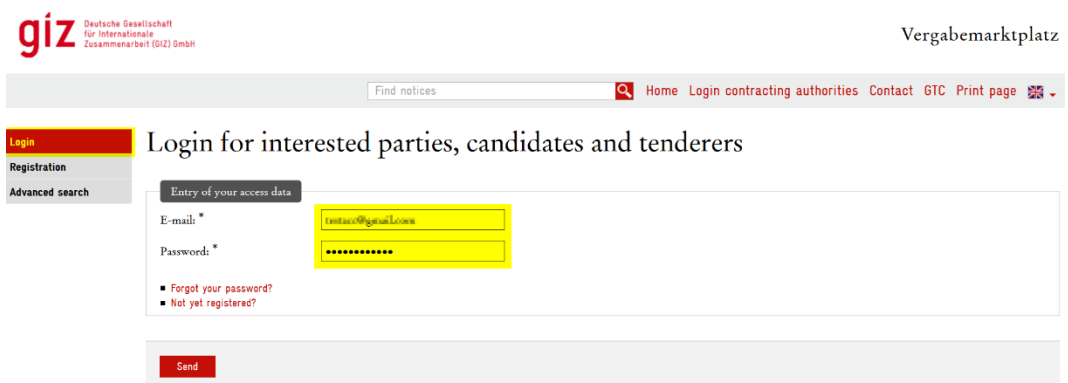
You have to activate your account with your first login to complete your registration. This step is indispensable, e.g. to get found and invited to restricted tenders by contracting authorities and economic operators.

Please use the following access data for your first visit to activate your user account. This step is necessary to complete your company registration.

URL: <https://demo.dtv.de/Center/>
Login: demo@dtvp.de
Password: [G@mp@2g](#)

Please make sure to replace the automatically generated password with a new and safe password after your first log in.

- 6 Access the GIZ eProcurement Tender Platform again at <https://ausschreibungen.giz.de> and log in using your user ID and password.



giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Vergabemarktplatz

Find notices Home Login contracting authorities Contact GTC Print page

Login Login for interested parties, candidates and tenderers

Registration
Advanced search

Entry of your access data

E-mail: *

Password: *

Forgot your password?
 Not yet registered?

Send

- 7 You have now successfully completed your registration and can take part in a tender procedure immediately.
- 8 Continue with section 5 *Participation in electronic tender procedures*, p. 11

5. Participation in electronic tender procedures (publicly advertised)

Publicly advertised tenders are open to anyone. They are advertised regularly on the following websites, depending on the estimated value of the procurement:

- **GIZ eProcurement tender platform** (all GIZ's electronic procedures)
- **TED / SIMAP** (EU-wide publication, only upper threshold procedures)
- **bund.de** (procedures above and below the thresholds)

5.1 GIZ eProcurement Tender Platform

5.1.1 Information about the portal

- GIZ eProcurement Tender Platform: <https://ausschreibungen.giz.de/>
- Display of all public tender procedures

giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Vergabemarktplatz

Find notices Home Login contracting authorities Contact GTC Print page

Login
Registration
Advanced search

GIZ Vergabemarktplatz

On this e-tendering market place you can search for notices of tenders, download tender documents, get in touch with the contracting authority and submit electronic tenders.
Please note: Get in contact with the local GIZ office to find our local tenders. Visit our [website](#) and go to the main navigation point "Worldwide" to find the corresponding contact data.

LATEST NOTICES

Published	Submission deadline	Short Description	Type	Contracting authority	Action
18.05.2021	14.06.2021	81271012 - Development of AI-based Chatbot in Kenya including coaching and mentoring for local developer team	UVgO Notice	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH	
18.05.2021	09.06.2021	81270720 - Campagne de sensibilisation nationale sur la situation de l'eau en Tunisie	UVgO Notice	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH	

Submitting electronic bids or requests

5.1.2 Step-by-step guide

- 1 Log into <https://ausschreibungen.giz.de> with your user ID and password (click the **Login** button; you must first have registered – see section 4 [Registering on the GIZ eProcurement Tender Platform](#), p. 8)
- 2 **Search** for the tender procedure you would like to take part in, using the search functions on the GIZ eProcurement Tender Platform.

The screenshot shows the GIZ eProcurement Tender Platform interface. At the top, there is a navigation bar with 'Water management' selected, and links for 'Home', 'Login contracting authorities', 'Contact', 'GTC', and 'Print page'. Below the navigation bar, there is a search section titled 'Search for notices'. The search criteria include 'Search keyword' (Water management), 'Type of publication' (All, Procurement information notice, Notice, Contract award notice), and 'Procurement regulation' (All, VgV / VOL/A / UVgO, VOB/A, VStgV, SdclgO, Other). Below the search criteria, there is a table of search results. The table has columns for 'Published', 'Submission deadline', 'Short Description', 'Type', 'Contracting authority', and 'Action'. The first row of results is highlighted in yellow and shows a notice published on 09.05.2021 with a submission deadline of 08.06.2021 for 'Water management and capacity building'.

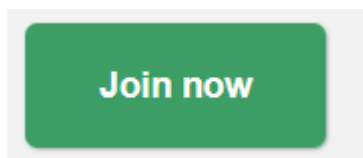
Published	Submission deadline	Short Description	Type	Contracting authority	Action
09.05.2021	08.06.2021	81268682 - Water management and capacity building	VgV Notice	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH	

- 3 Click the **Action** button. A new window opens.

YOUR SEARCH RESULTED IN HITS

Published	Submission deadline	Short Description	Type	Contracting authority	Action
09.05.2021	08.06.2021	81268682 - Water management and capacity building	VgV Notice	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH	

- 4 Within this procedure, click the button **Participate** or **Join now**.



- 5 You've done it! You are now participating in this procedure. You can now for instance
 - create and submit bids and requests to participate electronically,
 - send questions pertaining to the procedure electronically to the awarding authority, and
 - receive information on responses to bidders' questions automatically by email.

Submitting electronic bids or requests

- 6 Continue with section 7 *Submitting bids and requests to participate electronically*, p. 24

5.2 TED

5.2.1 Information about the portal

- TED (Tenders Electronic Daily), Supplement to the Official Journal of the European Union: <https://ted.europa.eu>
- Display of all public tender procedures above the EU thresholds (currently EUR 221,000 for contracts for services and supplies)

TED (Tenders Electronic Daily) is the online version of the 'Supplement to the EU Official Bulletin' for European public contracting. TED publishes 520,000 announcements of tenders per year – 210,000 tenders alone with a total value of around EUR 420 billion.

5.2.2 Step-by-step guide

- 1 Search for the tender procedure you would like to take part in, using the search functions on <https://ted.europa.eu>.

The screenshot shows the TED website interface. At the top, there is a search bar with the text 'Search TED for public tenders' and a search button. Below the search bar, there are navigation links for 'Site map', 'About TED', 'Help', 'Legal notice', 'Cookies', 'Contact', and 'English (en)'. The main header features the TED logo and the text 'Ted tenders electronic daily Supplement to the Official Journal of the EU'. Below the header, there are navigation tabs for 'EUROPA', 'TED home', and 'Search result'. The search results page displays a search for 'gizw' in Germany, resulting in three tender listings. The first listing is for 'Germany-Eschborn: Health and safety consultancy services' with a document number of 248118-2021, published on 17/05/2021, and a deadline of 01/06/2021. The second listing is for 'Germany-Eschborn: Education and training services' with a document number of 248048-2021, published on 17/05/2021. The third listing is for 'Germany-Eschborn: Education and training centres' with a document number of 248047-2021, published on 17/05/2021. The page also includes a sidebar with navigation options such as 'Browse by', 'Search', and 'Refine results'.

Submitting electronic bids or requests

- 2 As soon as you have found a procedure, click on the linked document number. The original notification text is then displayed.

The screenshot shows a web page titled "Services - 248118-2021". At the top, there are navigation options: "Back to result list" and "Refine search". On the right, it indicates "1/83" pages. Below the title, there are tabs for "Original language", "Data", and "Document family". A toolbar with icons for share, print, and other actions is visible. The main content area displays the following information:

17/05/2021 S94
I. II. VI. VII.

Germany-Eschborn: Health and safety consultancy services
2021/S 094-248118
Corrigendum
Notice for changes or additional information
Services
(Supplement to the Official Journal of the European Union, [2021/S 079-202451](#))

Legal Basis:
Directive 2014/24/EU

Section I: Contracting authority/entity

I.1) **Name and addresses**
Official name: Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
Postal address: Dag-Hammarskjöld-Weg 1 - 5

- 3 In the notification text, look for section I.3) **Communication**.

The screenshot shows a section of a procurement notice titled "I.3) Kommunikation". The text is as follows:

hauptaressse: www.giz.de

I.2) **Informationen zur gemeinsamen Beschaffung**

I.3) Kommunikation
Die Auftragsunterlagen stehen für einen uneingeschränkten und vollständigen direkten Zugang gebührenfrei zur Verfügung unter: <https://www.dtv.de/Center/notice/CXTRY6YYR>
Weitere Auskünfte erteilen/erteilt die oben genannten Kontaktstellen
Angebote oder Teilnahmeanträge sind einzureichen elektronisch via: <https://www.dtv.de/Center/notice/CXTRY6YYR>

I.4) **Art des öffentlichen Auftraggebers**
Einrichtung des öffentlichen Rechts


I.5) **Haupttätigkeit(en)**
Andere Tätigkeit: Internationale Zusammenarbeit

- 4 If you find a link in section I.3) **Communication** that starts with <https://www.dtv.de/Center/notice/>, it is an electronic tender procedure for which you can submit an electronic bid using the **GIZ eProcurement Tender Platform**. If this applies (and only then), you can continue with Step 5.


Important note: GIZ is gradually changing over to the fully electronic award procedure. It is therefore possible that, during the transition period, you may also find conventional tender procedures on the TED website. In this case, bids cannot be submitted electronically.

In order to ensure that you only find fully electronic tender procedures, it is advisable to search at <https://ausschreibungen.giz.de>. This site contains only procedures in which electronic bids and requests are possible.

Submitting electronic bids or requests

- Note down or **copy** the internal **notification ID**, e.g. CXTRYY6YYYYR (as in the example above).
- Log into <https://ausschreibungen.giz.de> with your user ID and password (click the **Login** button; you must first have registered – see section 4 [Registering on the GIZ eProcurement Tender Platform](#), p. 8)
- Enter the **notification ID** that you copied (or noted down) in the search field at the top and press the entry key (alternatively: click on the magnifying glass symbol ). The exact procedure you are looking for is displayed in the search result.





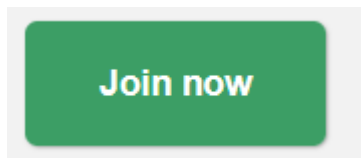
Login **GIZ Vergabemarktplatz**

- Click the **Action** button. A new window opens.

YOUR SEARCH RESULTED IN HITS

Published	Submission deadline	Short Description	Type	Contracting authority	Action
09.05.2021	08.06.2021	81268682 - Water management and capacity building	VgV Notice	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH	

- Within this procedure, click the button **Participate** or **Join now**.



- You've done it! You are now participating in this procedure. You can now for instance
 - create and submit bids and requests to participate electronically,
 - send questions pertaining to the procedure electronically to the awarding authority, and
 - receive information on responses to bidders' questions automatically by email
- Continue with section 7 [Submitting bids and requests to participate electronically](#), p. 24

5.3 bund.de

5.3.1 Information about the portal

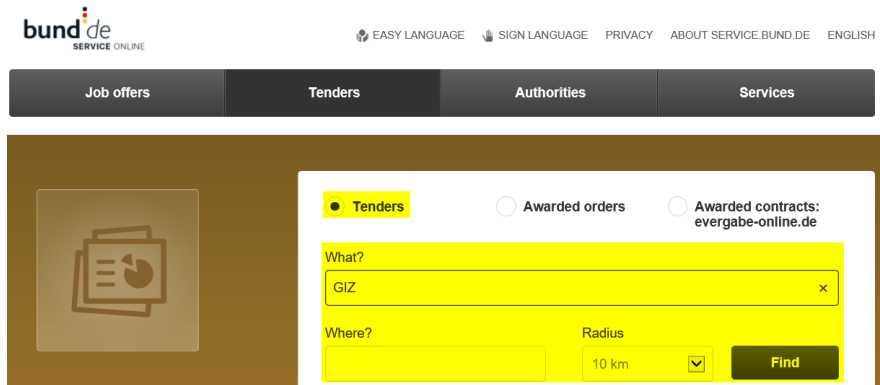
- Bund.de: <https://service.bund.de/>
- Display of all public tender procedures

The 'service.bund.de' portal is the central access point to electronic tenders from federal, state and municipal administrations and to the authorities and institutions of the National Executive.

Submitting electronic bids or requests

5.3.2 Step-by-step guide

- 1 **Search** for the tender procedure you would like to take part in, using the search functions on <https://service.bund.de/>.



- 2 As soon as you have found a procedure, click on the procedure in the search results. The notification details will be displayed.

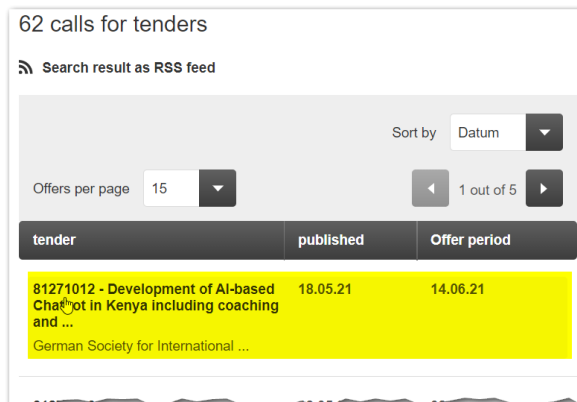


Fig. In the search result, click on the tender and then ...

Submitting electronic bids or requests

 Recommend information by e-mail

81271012 - Development of AI-based Chatbot in Kenya including coaching and mentoring for local developer team

giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Registrar: German Society for International Cooperation (GIZ) GmbH

Introduction

Services and products	services
Call for tenders	National call for tenders
Type of award	advertised bidding
Offer period	14.06.2021
place of performance	00000 Kenya
CPV code	48000000-8, 72000000-5

Fig. ... the notification details will be displayed.

3 In the notification text, search the section **Further information**.

Further information

- **Announcement (HTML page)**
- **More information**

4 If you find the link **Notification (HTML page)**, it is an electronic tender procedure for which you can submit an electronic bid using the **GIZ e-Procurement Tender Platform**. Click on the link.

Important note: GIZ is gradually changing over to the fully electronic award procedure. It is therefore possible that, during the transition period, you may also find conventional tender procedures on the bund.de website. In this case, bids cannot be submitted electronically.

In order to ensure that you find only fully electronic tender procedures, it is advisable to search at <https://ausschreibungen.giz.de>. This site contains only procedures in which electronic bids and requests are possible.

Submitting electronic bids or requests

- 5 A new tab with the selected procedure opens in your internet browser. The example below is for the link (that expired already on 3 September 2018):

<https://www.dtv.de/Center/notice/CXTRYY6YYR>

Advanced search for notices

Search keyword	Type of publication	Procurement regulation	Subject matter of the contract	Edit your selection	Search
CXTRYY6YYR	<input checked="" type="checkbox"/> All <input type="checkbox"/> Prior information notice <input type="checkbox"/> Notice <input type="checkbox"/> Contract award notice	<input checked="" type="checkbox"/> All <input type="checkbox"/> VgV / VOL/A / UVgO <input type="checkbox"/> VOB/A <input type="checkbox"/> VSvgV <input type="checkbox"/> SektVO <input type="checkbox"/> Other	All subject matters of the contract		
Region <input checked="" type="radio"/> All <input type="radio"/> Vicinity search Postal code: <input type="text"/> Vicinity: <input type="text"/> 100 km					

Your search resulted in 1 hits

Published	Submission deadline	Short description	Type	Contracting authority / source	Action
03.05.2021	31.05.2021	81270158- Digital Transformation Strategy for Jordan Loan Guarantee Corporation (JLGC)	UVgO Notice	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH	

Page: 1 of 1 Total amount of entries 1

- 6 In the **search term** (Suchbegriff) field, note down or **copy** the internal **notification ID**, e.g.. CXTRYY6YYR (as in the example above).
- 7 Log into <https://ausschreibungen.giz.de> with your user ID and password (click the **Login** button; you must first have registered – see section 4 *Registering on the GIZ eProcurement Tender Platform*, p. 8).
- 8 Enter the notification ID that you copied (or noted down) in the search field at the top and press the entry key (alternatively: click on the magnifying glass symbol). The exact procedure you are looking for is displayed in the search result.



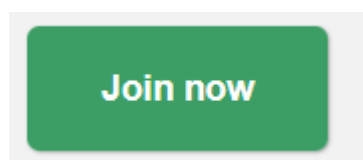
Login **GIZ Vergabemarktplatz**

- 9 Click the **Action** button. A new window opens.

YOUR SEARCH RESULTED IN HITS

Published	Submission deadline	Short Description	Type	Contracting authority	Action
09.05.2021	08.06.2021	81268682 - Water management and capacity building	VgV Notice	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH	

- 10 Within this procedure, click the button **Participate** or **Join now**.



- 11 You've done it! You are now participating in this procedure. You can now for instance
- create and submit bids and requests to participate electronically,
 - send questions pertaining to the procedure electronically to the awarding authority, and
 - receive information on responses to bidders' questions automatically by email.

Submitting electronic bids or requests

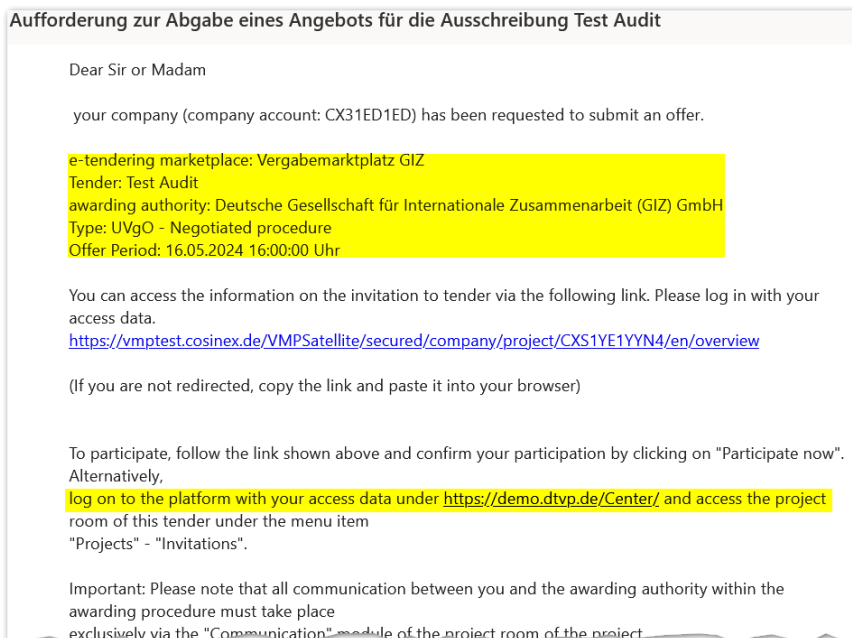
- 12 Continue with section 7 *Submitting bids and requests to participate electronically*, p. 24

6. Participation in an electronic tender procedure in response to a personal invitation

Legislation on public procurement makes provision for tender procedures where participation is reserved for bidders invited by the awarding authority.

6.1 You are already registered

- 1 You receive an email that invites you to submit a bid. This email contains information that includes the following details:
 - a. Link to the eProcurement Tender Platform
 - b. Title of the tender procedure
 - c. Deadline for bids
 - d. Information on how to proceed
 - e. An English version of the email (below the German version)

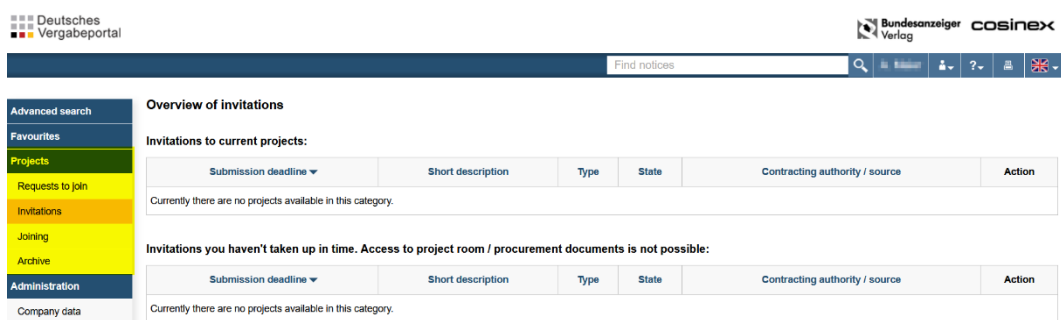


Submitting electronic bids or requests

- Click on <https://ausschreibungen.giz.de/>; alternatively, click on the link in the email. The GIZ eProcurement Tender Platform opens.
- Log in with your user ID and password (click the **Login** (Anmelden) button. You must have registered first – see Section 4 [Registering on the GIZ eProcurement Tender Platform](#), p. 8).
- Click the **My projects** (Meine Projekte) button. A new page called **German tender portal** (Deutsches Vergabeportal) opens.



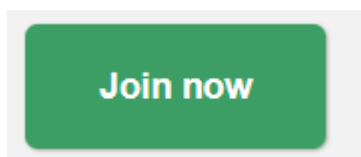
- Click the **Invitations** (Einladungen) button in the menu on the left-hand side (in the **Projects** (Projekte) section of the menu. You will see an overview of your invitations.



- Click the **Action button** (Aktions-Schaltfläche) of the invitation for which you would like to submit a bid. A new window opens.



- Within this procedure, click the button **Participate** or **Join now**.



- You've done it! You are now participating in this procedure. You can now for instance
 - create and submit bids and requests to participate electronically,
 - send questions pertaining to the procedure electronically to the awarding authority, and

Submitting electronic bids or requests

- Receive information on responses to bidders' questions automatically by email.
- 9 Continue with section 7 *Submitting bids and requests to participate electronically*, p. 24

Submitting electronic bids or requests

6.2 You are not registered yet

The awarding authority can only send you a direct request to submit a bid if you or your company are already registered on the GIZ eProcurement Tender Platform.

For this reason, we recommend: Register on the GIZ eProcurement Tender Platform as soon as possible – see section 4 [Registering on the GIZ eProcurement Tender Platform](#), p. 8)

If you have not yet registered on GIZ's eProcurement Tender Platform, the awarding authority can however request you to register electronically.

1 Two different registration requests are possible:

a. Registration request at the start of a tender procedure

You receive an automated **request to register to submit a bid** by email.

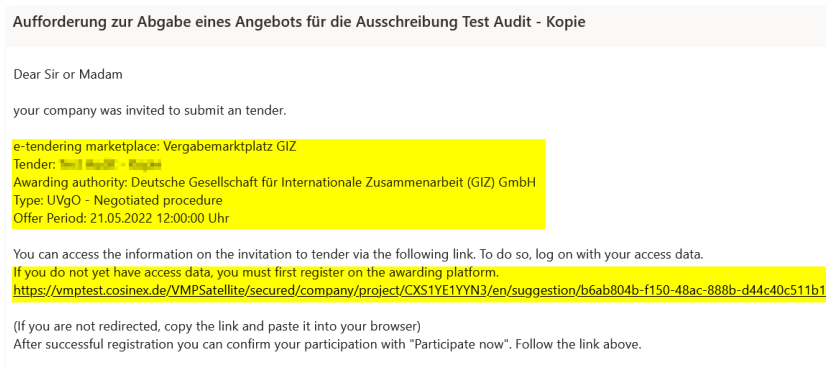


Fig. Example of a registration request

b. Registration request BEFORE the start of a tender procedure

You receive a personal request to register to submit a bid by email from the awarding authority.

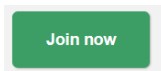
2 In both cases, click on <https://ausschreibungen.giz.de> to call up the GIZ eProcurement Tender Platform and register.

Details on registration – see section 4 [Registering on the GIZ eProcurement Tender Platform](#), p. 8).

7. Submitting bids and requests to participate electronically

Before you can process this section, you must have already completed the following steps:

- 1 Registration at <https://ausschreibungen.giz.de> (section 5, p. 11)
- 2 Participation in a tender procedure (section 5, p. 11 or section 6, p. 20)



7.1 Step 1: Call up the bidder tool

- 1 If this has not already been done, call up the tender procedure on the eProcurement Tender Platform. A new page is displayed.

YOUR SEARCH RESULTED IN HITS

Published	Submission deadline	Short Description	Type	Contracting authority	Action
09.05.2021	08.06.2021	81268682 - Water management and capacity building	VgV Notice	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH	

- 2 Click the **Bids** (Angebote) menu button (or the **Requests to participate** (Teilnahmeanträge) menu button) on the left-hand side.



- 3 Click on the **Download project file** button (screenshot, 1). The bidder tool starts.

Important: If the **Bietertool** should not be installed yet, click the **Download Installation File** (2) button and follow the instructions.

For technical questions: support@cosinex.de (recommended) or via service telephone number: +49 (0)900-1-267463 (EUR 1.49 per minute from a German landline, mobile phone charges may vary)

Submitting electronic bids or requests

THE BIETERTOOL HAS ALREADY BEEN INSTALLED.

Download the project file and open it (the Bietertool starts automatically) or start the Bietertool directly and select the downloaded file in the application.

Normal Case

1 **DOWNLOAD PROJECT FILE**

File name: **Bietertool-CXR2YYRYYYM.cbz**

THE BIETERTOOL HAS NOT YET BEEN INSTALLED

Please download the appropriate installation file for the operating system you are using and start it from the download directory.

Please download the project file from this project space after the successful installation of the Bietertool. You may then follow the instructions under "The Bietertool has already been installed".

First-time use of the Bietertool

2 **DOWNLOAD INSTALLATION FILE (Windows 64 Bit)**

Installation file for other operating systems

- Linux Operating Systems
- Mac OS Operating Systems
- Windows 32 Bit Operating Systems

Abb.: When calling the bidding tool for the first time, you must first perform step 2, then always click on step 1 if you want to submit an offer or submit an application electronically.

- 4 Click the **Download** button to download project information/contract award documentation.

2

Download project info
Show project info
Download project
Done

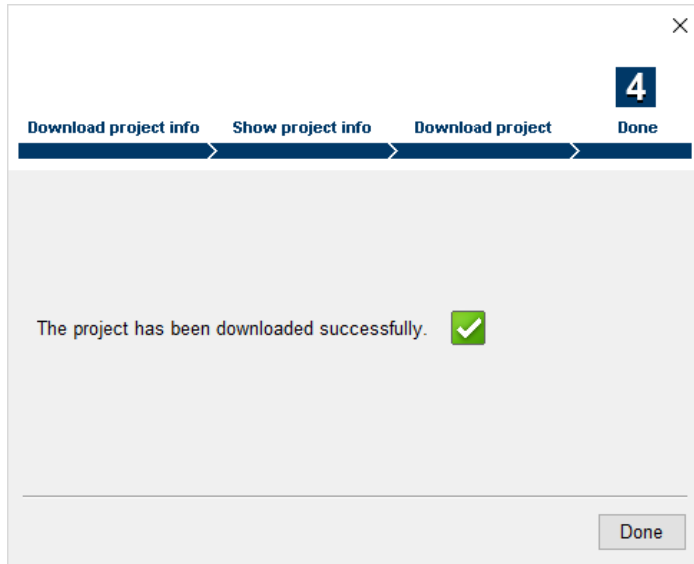
Basic data
Documents

Type	Tender
Title:	Testverfahren zur Abgabe elek...
Procurement regulation:	Other
Type of tendering procedure:	Open procedure
E-tendering market place:	GIZ
Time limit for receipt of tenders / participa...	31.12.2020 23:59 o'clock
Size of tender documents:	< 1 MB

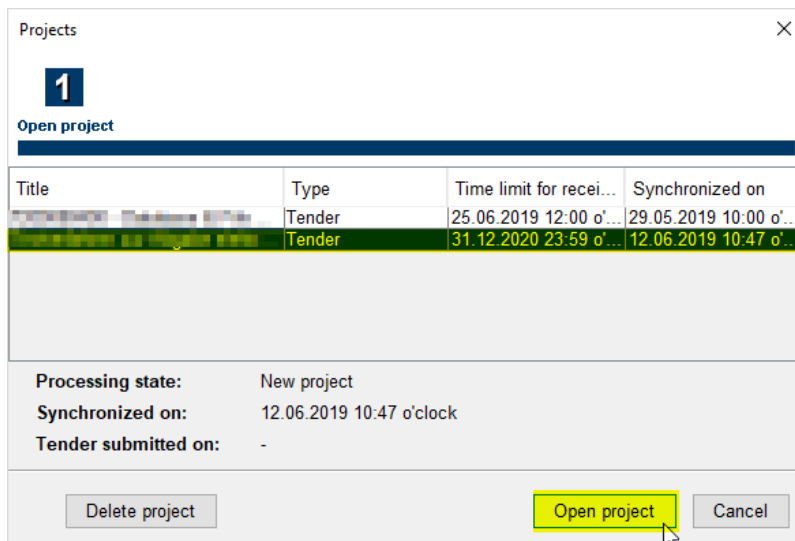
Download
Cancel

Submitting electronic bids or requests

5 Click the **Done** button to confirm successful download.



6 Select project; click the **Open project** button. The project is opened: work can start on producing the bid or request to participate.



7 Continue with step 2.

Submitting electronic bids or requests

7.2 Step 2: Read the contract award documentation, enter bid/request to participate in the bidder tool

7.2.1 Overview of the bidder tool functions

The screenshot shows the 'cosinex Bieter tool' window. The menu bar includes 'File', 'Edit', 'Options', and 'Help'. A red circle with the number '6' is next to the 'Help' menu item. Below the menu bar, there are three columns of information: 'Short description' (Testverfahren zur Abgabe elektronischer Ange...), 'Type of tendering proc...' (Open procedure), and 'Time limit for receipt of tenders / participation re...' (31.12.2020 23:59 o'clock). The main content area is titled 'Project overview' and contains two sections: 'Basic data' and 'State of shown information'. The 'Basic data' section lists: Type (Tender), Title (Testverfahren zur Abgabe elektronischer Ange...), Procurement regulation (Other), Type of tendering procedure (Open procedure), E-tendering market place (GIZ), and Time limit for receipt of tenders / participation request (31.12.2020 23:59 o'clock). The 'State of shown information' section states: 'The project has been synchronized on: 12.06.2019 10:47 o'clock'. On the left side, there is a yellow navigation menu with five items: 'General information' (1), 'Tender Documents' (2), 'Basic data of your offer' (3), 'Documents of your offer' (4), and 'Submit your tender' (5). Each item has a red circle with a white number next to it.

Note: Sections 1 to 4 can be processed in any sequence; however, section 5 must be processed last, when a bid or request is actually submitted (online).

- 1 General information:** general information on the procedure, including the title and submission deadline, is shown.
- 2 Tender Documents:** all contract award documents for the procedure are made available and can be viewed and downloaded.
- 3 Basic data of your offer:** enter the name of the contact person in the "General information" (Allgemeine Angaben) tab. When bidding as part of a consortium, the

Submitting electronic bids or requests

name of bid consortia must be entered. Depending on the procedure, the final bid price must be entered.

4 Documents of your offer:

- a. **Documents to be filled out** (Auszufüllende Dokumente) tab: documents that must be filled out and which are an integral part of the bid or request to participate.
- b. **Documents to be filled out** (Auszufüllende Dokumenten) tab: further elements of the bid or request to participate can be uploaded.

5 **Submit your tender:** Wizard for submitting completed bids or requests to participate ready for submission.

6 **Menu line:** Various help functions, in particular **Options > Language** (changing the language, German or English can be selected) and **Help** (online help for the bidder tool where the functions are explained in detail).

7.2.2 Important information, tips and tricks for creating bids and requests to participate

7.2.2.1 Section on 'General information'

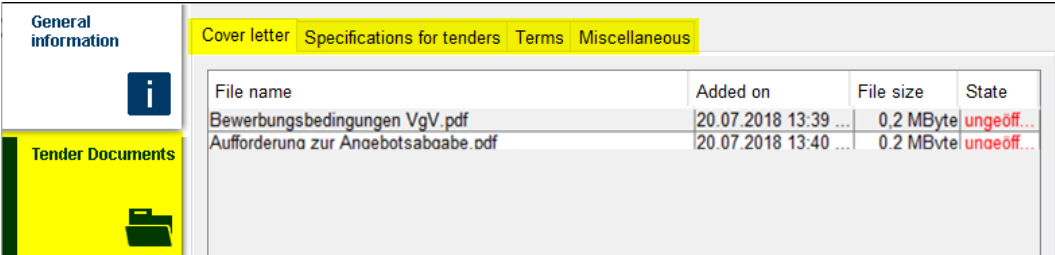
This shows you the deadline for submission or participation at a glance

Important: Please remember that no further submissions are accepted after this deadline. If you do not yet have much experience in submitting electronic bids, allow plenty of time before the submission deadline so that you are able to identify any technical obstacles in good time and, if necessary, resolve these with the help of the Support team.

For technical questions: support@cosinex.de (recommended) or via service telephone number: +49 (0)900-1-267463 (EUR 1.49 per minute from a German landline, mobile phone charges may vary)

7.2.2.2 'Tender Documents' section

The awarding authority provides you with all the contract award documentation required for the procedure via the bidder tool.



File name	Added on	File size	State
Bewerbungsbedingungen VgV.pdf	20.07.2018 13:39 ...	0,2 MByte	ungeöff...
Aufforderuna zur Anaebotsabaabe.odf	20.07.2018 13:40 ...	0,2 MByte	ungeöff...

- These can be viewed and/or downloaded by clicking on the file name.

Submitting electronic bids or requests

- Files have to be downloaded when these are files that cannot be opened directly in an application – for example, they are GAEB files from the construction sector. (GAEB is a uniform standard for the exchange of building information.)
- The status shows whether or not the appropriate document has already been processed.
- The documents and files are arranged according to categories to provide you with a better overview:
 - **Cover letter:** Typically, what you find here is the invitation to tender and the application conditions
 - **Specifications for tenders:** This is where the Terms of Reference (ToR) or 'Leistungsbeschreibung' can be found.
 - **Terms:** Area for the General Purchase Conditions or the General Terms and Conditions of Contract. Special contractual conditions, specimen contracts, etc.
 - **Miscellaneous:** Further documents and files that the awarding authority has provided for you.

7.2.2.3 'Basic data of your offer' section

- **General information** (Allgemeine Angaben) tab. Enter the contact person. When bidding as part of a consortium, the name of bid consortia must be entered.
- **Pricing information** (Preisangaben) tab: Depending on the procedure, the final bid price must be entered. Additional information can be provided, assuming this is permitted in the underlying procedure.

7.2.2.4 'Documents of your offer' section (Very important section!)

7.2.2.4.1 'Documents to be filled out' tab:

It is **essential** to fill out these documents. They become an integral part of the bid or request to participate.

Important information on processing

Word and Excel documents are filled out online and saved. You can find detailed information on how to fill out and save the documents online directly in the bidder tool at **Please proceed as follows to process these files.**

Below are further explanations on how to fill out the documents online.

This item is essential for your bid: therefore, if you have any questions, please contact Cosinex's experienced Support Team in good time: support@cosinex.de (recommended) or via service telephone number: +49 (0)900-1-267463 (EUR 1.49 per minute from a German landline, mobile phone charges may vary)

Submitting electronic bids or requests

How to proceed: filling out documents online and saving for bids or requests to participate

- 1 Select document, then click the **Open document** (Dokument öffnen) button (or open in directly by **double-clicking** on it). The relevant processing software opens.

The screenshot shows the 'cosinex Biertool' interface. At the top, there are tabs for 'General information', 'Tender Documents', 'Basic data of your offer', 'Documents of your offer', and 'Submit your tender'. The 'Tender Documents' tab is active, displaying a list of documents under the heading 'Documents to be filled out'. The list contains one entry: 'Leistungsverzeichnis.xls', added on '21.02.2020 13:53', with a file size of '34.5 KB' and a state of 'opened'. Below the list, there is a 'Refresh' button and an 'Open' button.

- 2 Fill out the document

- a. Example: Excel document (e.g. **TenderSpecification.xls** (Leistungsverzeichnis.xls)).

The screenshot shows an Excel spreadsheet titled 'Leistungsverzeichnis.xls'. The table below is a representation of the data in the spreadsheet.

OZ	Typ	Bezeichnung	Beschreibung	Beginn der Ausführung / Lieferdatum	Ende der Ausführung	Menge	Einheit	Einzelpreis in Euro (netto)	Gesamtpreis in Euro (netto)
1.1	Gruppe	Los 1: IT-Ausstattung (inkl. Software)							
1.1.1	Leistung	Laptops for Normal Office Use + laptop bag	Die exakten Spezifikationen entnehmen Sie Bitte der Leistungsbeschreibung.			24	St		0,00
1.1.2	Leistung	Laptops for Graphics and GIS Use + laptop bag	Die exakten Spezifikationen entnehmen Sie Bitte der Leistungsbeschreibung.			8	St		0,00
1.1.3	Leistung	External Optical Drives	Die exakten Spezifikationen entnehmen Sie Bitte der Leistungsbeschreibung.			8	St		0,00

Fig. Filling out/processing the Excel document in the usual way

Submitting electronic bids or requests

- b. Example: Word document (e.g. SubcontractorDeclaration.docx (Unterauftragnehmererklärung.docx)).

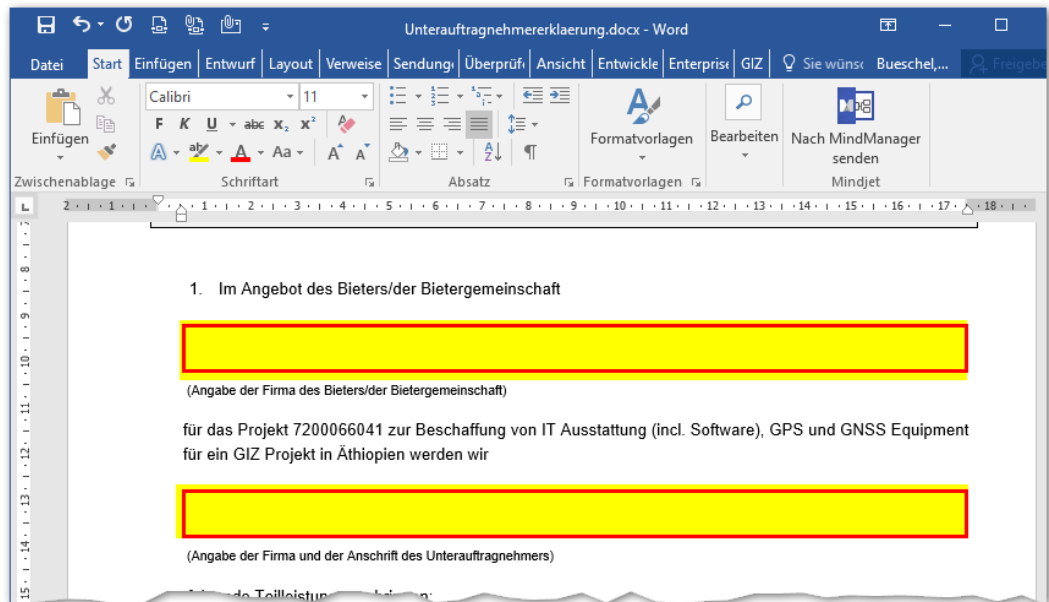


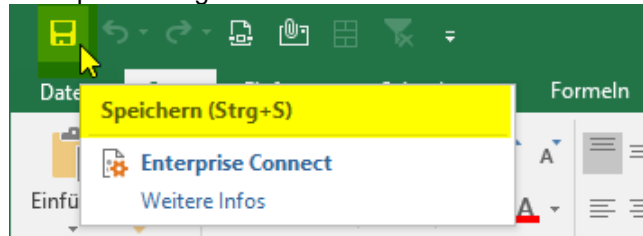
Fig. Filling out/processing the Word document in the usual way

- 3 Save the relevant document by clicking on the **Save** (Speichern) button of the software concerned.

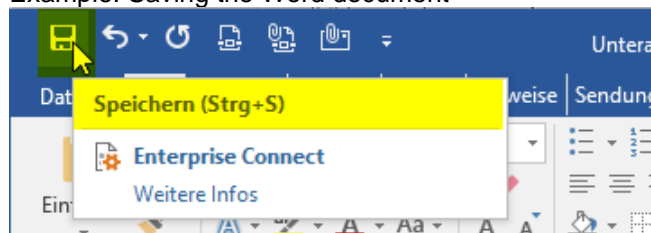
Very important information: Never forget to **save** the document concerned after it has been filled out. Only saved documents will be included in your bid. Content that has not been saved will be lost.

Submitting electronic bids or requests

a. Example: Saving the Excel document



b. Example: Saving the Word document



4 And that's it. You can now close the application (e.g. Excel, Word or other application). To fill out the next document, start again at Step 1.

Note: If documents cannot be filled out or saved online (e.g. GAEB-standard files from the construction sector or write-protected files, e.g. PDF files), proceed as follows:

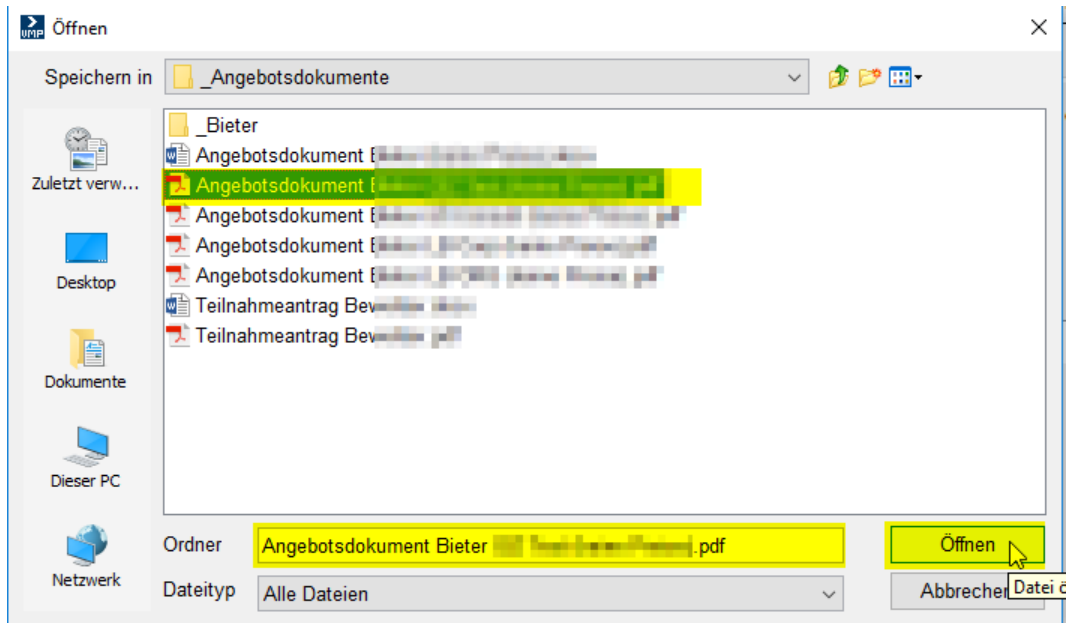
1. Please save the files on your local device.
2. Fill out the documents (on your computer, or print them out, complete them by hand and scan them).
3. Add the file to your bid in the **Own documents** (Eigene Dokumente) tab.

7.2.2.4.2 Own documents (*Eigene Dokumente*) tab

If required, upload further relevant elements for your electronic bid or your request to participate.

Submitting electronic bids or requests

- 1 Click the **Add document** (Dokument hinzufügen) button. A window opens.
- 2 Find and select the document to be uploaded and then click the **Open** (Öffnen) button.



- 3 The document previously selected has been added to the bid.

Folgende Dokumente haben Sie bisher der Gruppe "Eigene Dokumente" hinzugefügt

Dateiname	Hinzugefügt am	Dateigrösse
Angebotsdokument Bieter [redacted].pdf	27.08.2018 12:44	7,9 kByte

Note: Upload as many documents and files as required as elements of the bid or request to participate (for instance, your specialist bid or the bidding consortium declaration).

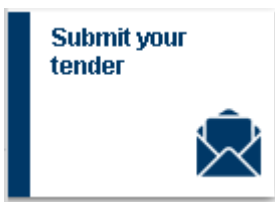
- 4 And that's it. You can add further documents and files. In this case start again at Step 1.

7.3 Step 3: Submit bid/request to participate online

Important: Before you continue at this point, you should have completed the content of Steps 1 and 2 – in other words, all elements relating to the bid or request for your bid/request have been filled out and added.

As soon as your bid / request to participate is complete and are ready to submit, please proceed as follows:

- 1 Click the **Submit your tender** section.



- 2 Click the **Text form** tab.

Postal dispatch	Text form	Cover sheet procedure	Advanced signature	Qualified signature
-----------------	------------------	-----------------------	--------------------	---------------------

Submission of electronic tenders using text form (§ 126b BGB) is allowed.

i You can submit your tenders by using the text form according § 126b BGB. Beyond that there are no other signatures necessary.
(Show) Hints on how to proceed ▼

Start submission wizard

Submitting electronic bids or requests

- 3 Click the **Start submission wizard** button. A new window opens and the submission wizard starts.
 - a. **Step 1** (check): check the checklist and whether all the documents are contained in the bid.

Submission wizard

1

Check Signing Summary Creating Authentication Submission Done

Checklist

- Did you complete all prices and proofread the given data?
- Did you edit all documents from the document category "Documents to be filled out"?
- Did you upload all requested documents like e.g. self-declarations, proofs, references, certificates and so on at the document category "My documents"?

Your tender currently contains the following documents:

File name	Section
Begleitschreiben zum Angebot.docx	Documents to be filled out
Eigenerklaerung Bieter-&Arbeitsgemei...	Documents to be filled out
Eigenerklaerung zu Ausschlussgruen...	Documents to be filled out
Unterauftragnehmererklaerung.docx	Documents to be filled out
Leistungsverzeichnis.xls	Documents to be filled out
Angebotsdokument Bieter LB Consult...	Documents to be filled out

The submission of an electronic tender is possible

Next Cancel

- b. Click the **Next** button.
- c. **Step 2** (signing): enter the data for your signature in **text form**.
According to Section 126b of the German Civil Code (BGB), the

Submitting electronic bids or requests

details required are as follows: **Last name, First name, Company name of processor.**

Submission wizard

2

Check Signing Summary Creating Authentication Submission Done

Information about the signing process

Please enter the necessary information concerning your personal details according to § 126b BGB.

Clawdia Chauchat
Example Company Ltd.

Sample Data

Fig. A signature in text form is now permissible both in accordance with the German Regulation on the Award of Public Contracts (VgV) and also in accordance with the Subthreshold Public Procurement Law (UVgO). Other signatures are no longer required.

Important information: The awarding authority only demands the **signature in text form in accordance with Section 126b of the German Civil Code (BGB)** as a signature under the electronic bid or request to participate submitted via the bidder tool.

- d. Click the **Next** button.
- e. **Step 3** (summary): you can print out an overview of the data and documents entered for your bid or request to participate by clicking the **Print summary** button.
- f. Click the **Next** button.
- g. **Step 4** (signing): as an **option** enter a title for your bid.

Note: The bid title is only used internally in order to identify your bid/request to participate in the project space. The title of the bid cannot be seen by the awarding authorities.

- h. Click the **Next** button.
- i. **Step 5** (authentication): Enter your **email address** and your **password**, then click the **Send my tender now** button.

Note: If, after you have sent your bid or request to participate, you notice that you have forgotten something, you can **withdraw** your bid or your request to participate at any time before the end of the time allowed for submitting bids/requests to participate – see section [7.4 Withdrawing bids or requests to participate](#), p. 39

Submitting electronic bids or requests

- a. **Step 6** (submission): You do not need to do anything. Four green ticks mean: your bid or request to participate has been successfully submitted electronically.

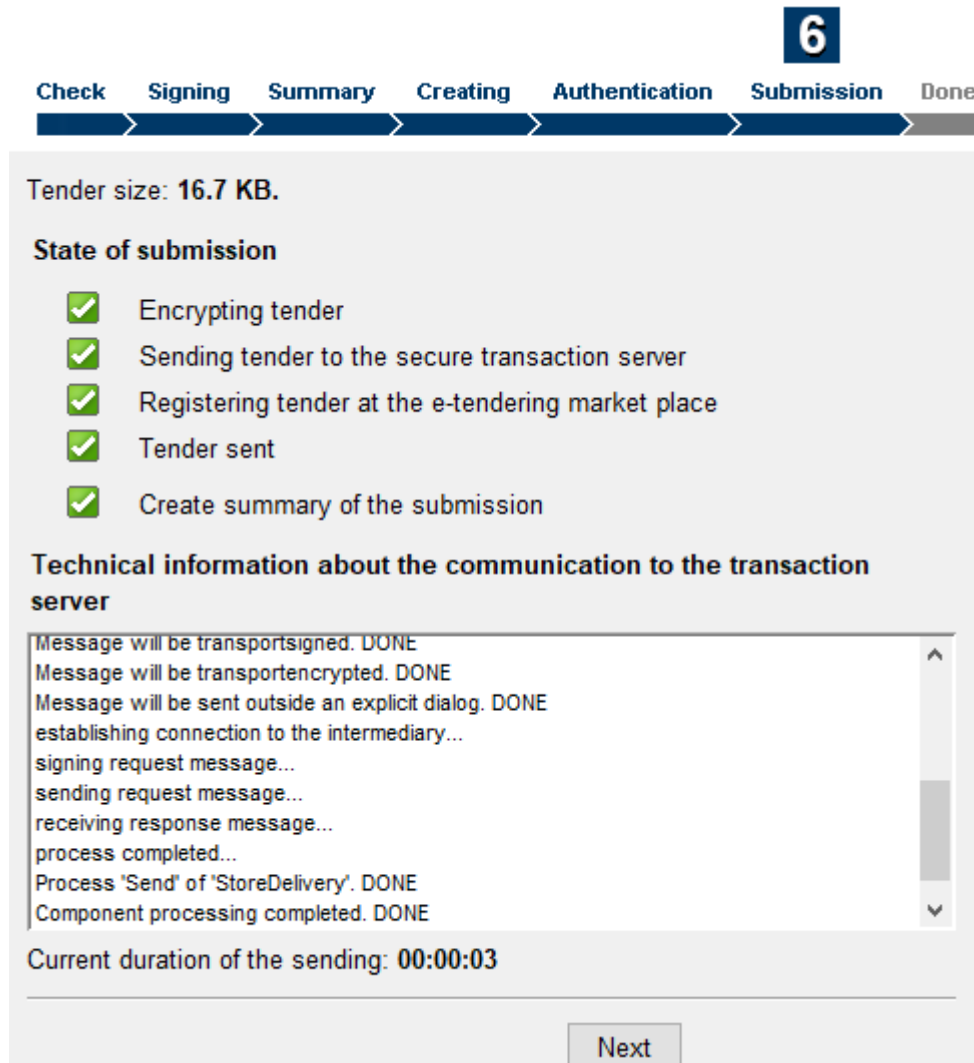
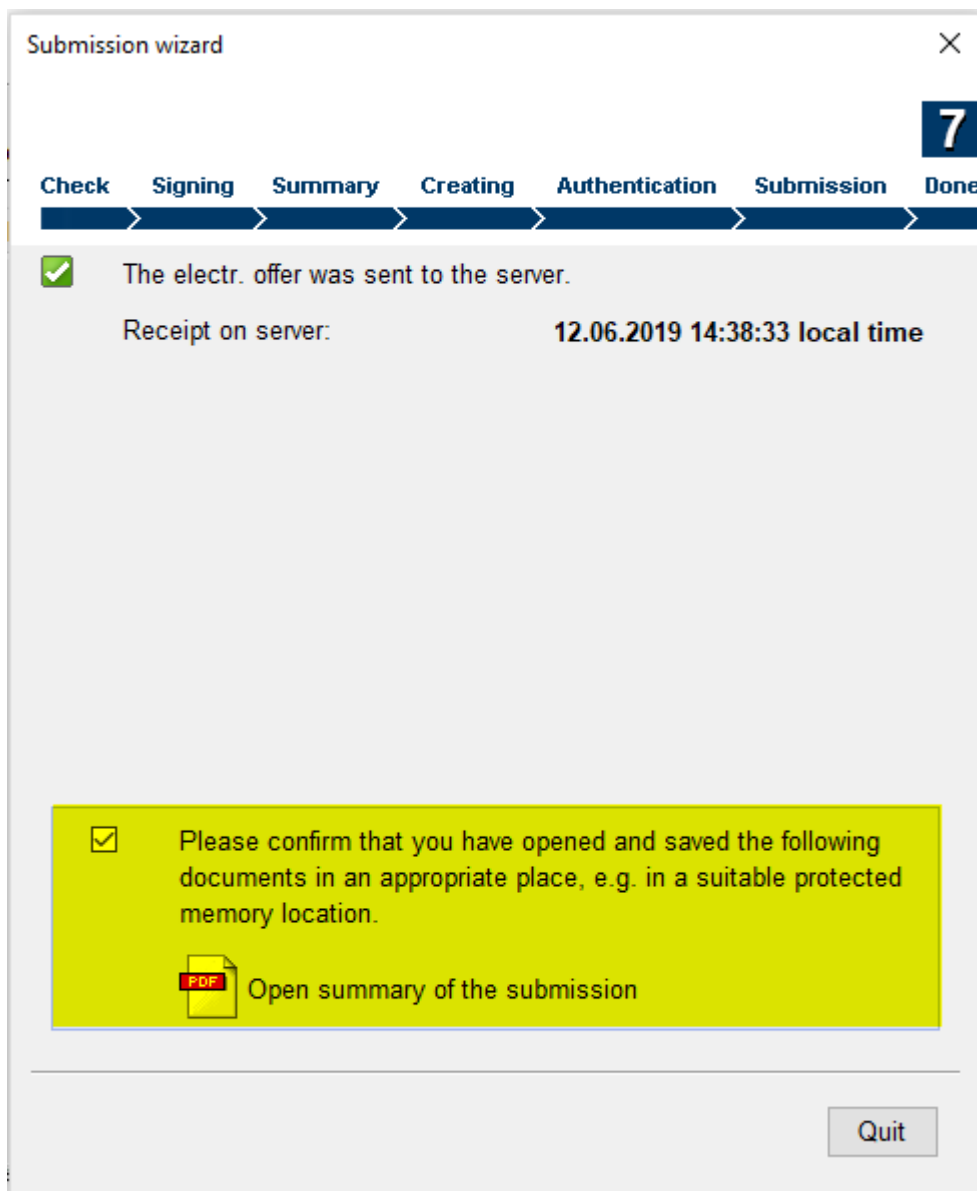


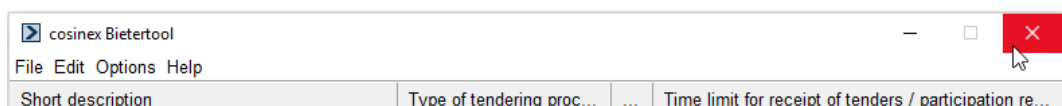
Fig. If this image appears, your bid has been successfully submitted electronically.

Submitting electronic bids or requests

- a. Click the **Next** button.
- b. **Step 7** (done):
 - a. Download summary document
 - b. Check confirmation after you have opened, read and saved the downloaded documents.
 - c. Click the **Quit** button to exit the submission wizard.

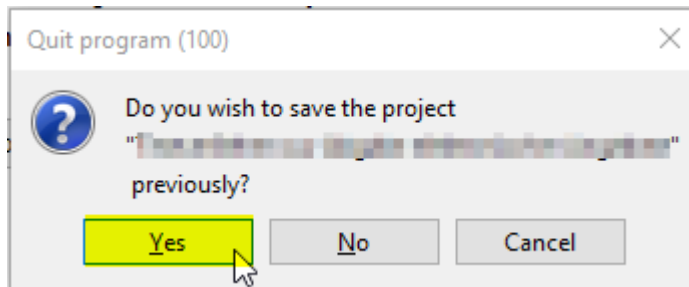


- 4 If you do not want to submit any further bids or requests to participate, close the bidder tool by clicking the Close symbol at the top right-hand side.



Submitting electronic bids or requests

- 5 A question **Do you want to save the project first?** (Möchten Sie das Projekt vorher speichern?) will then be displayed. You should answer by clicking the **Yes** button.



7.4 Withdrawing bids or requests to participate

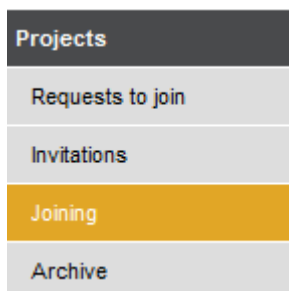
Not happy with your bid or request? You can withdraw your bid or request to participate at any time before the bid deadline (or before the request deadline).

To do this:

- 1 Log in to <https://ausschreibungen.giz.de>.
- 2 Click **My projects** (navigation, on the left) and a new page is displayed.



- 3 Below the **Projects** section, click **Joining** (navigation, on the left) and an overview of the activations is shown.



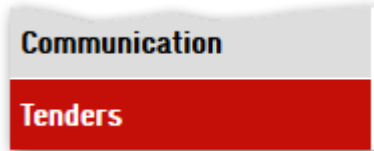
- 4 Look for your tender procedure and click the **Action symbol** in the far right position. You have accessed the project space for the tender procedure.

Your requests to join the following projects were granted:

Time limit for receipt of tenders / participation requests ▼	Short description	Type	State	Contracting authority / source	Action
31.12.2020	Testverfahren zur Abgabe elektronischer Angebote	Other Notice	Published	Testorganisation	




Submitting electronic bids or requests

- 5 Click in **Tenders** (menu, on left-hand side)




- 6 You will find all bids and requests to participate that you have submitted for this procedure in the section **Electronic tenders you have submitted using the Bietertool** (scroll right to the bottom!).

Electronic tenders you have submitted with the help of the Bietertool up to now

No.	Date of receipt	Type of tender	Signature level	State	Action
1	12.06.2019 11:33	Main tender	Text form	SUBMITTED	  

Withdraw electronic tender

- 7 Click the **Withdraw symbol** . A confirmation prompt is displayed.
- 8 Click the **OK** button (only if you are sure that you want to withdraw you bid/request to participate).

Do you really wish to withdraw the tender no. 1?

- 9 Your bid has been withdrawn.

Note: In order to produce and submit a new, adjusted bid, return to the **bidder tool**. You will find your old bid there (providing you clicked on OK when asked if you wish to save it when you exited the bidder tool). You can then adjust this and resubmit it. For details see section 7 *Submitting bids and requests to participate electronically*, p. 24