Electronic participation in GIZ’s tender procedures

Submitting electronic bids or requests

Guidelines for companies
Status 12.06.2019
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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.

**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.

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](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](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: CXR2YRYYYM)
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English: Test procedure for electronic submission of tenders (ID: CXR2YYYYYYB)

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.

2. Choose Registration. This will take you to the site ‘Deutsches Vergabeportal’ (German tender portal).
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3 Click Registration under the free basic option. This version is perfectly adequate for participation in the contract award process.

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

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.
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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.)

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

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/](https://ausschreibungen.giz.de/)
- Display of all public tender procedures
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.

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

4. Within this procedure, click the button Participate or Participate 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.
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6 Continue with section 7 Submitting bids and requests to participate electronically, p. 24

5.2 TED

5.2.1 Information about the portal

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

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

4 If you find a link in section I.3) Communication that starts with https://www.dtvp.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.
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5 Note down or copy the internal notification ID, e.g. CXTRYY6YYYR (as in the example above).

6 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).

7 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.

8 Click the Action button. A new window opens.

9 Within this procedure, click the button Participate or Participate now.

10 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.

11 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
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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.

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 …
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3 In the notification text, search the section Further 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.
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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.dtvp.de/Center/notice/CXTRYYY6YYYR

Erweiterte Suche nach Bekanntmachungen

6 In the search term (Suchbegriff) field, note down or copy the internal notification ID, e.g., CXTRYYY6YYYR (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.

9 Click the Action button. A new window opens.

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

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

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)

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For English version, please see below.

---

Dear [Name],

The Vergabemarktplatz GIZ has invited you to submit a tender for the following project:

Title: [Title of Tender Procedure]

Deadline: [Deadline for Bids]

Here is a preview of the tender:

Vergabemarktplatz GIZ
Ausschreibung: 81221899 Social and labour standards in the textile and garment sector in Asia
Art: UMoGO - Verhandlungsvergabe
Angebotszeit: 10.08.2018 18:00:00 Uhr

To participate in the tender, please visit the following link:

Vergabemarktplatz augsburg.dhdp.de/.../Bid/...

For more information, please contact the Vergabemarktplatz GIZ:

[Contact Information]

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2 Click on https://ausschreibungen.giz.de/; alternatively, click on the link in the email. The GIZ eProcurement Tender Platform opens.

3 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).

4 Click the My projects (Meine Projekte) button. A new page called German tender portal (Deutsches Vergabeportal) opens.

5 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.

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

7 Within this procedure, click the button Participate or Participate now.

8 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,
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- send questions pertaining to the procedure electronically to the awarding authority, and
- Receive information on responses to bidders’ questions automatically by email.

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

   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.)
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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.

<table>
<thead>
<tr>
<th>Veröffentlichungsdatum</th>
<th>Angebote/Teilnahmerest</th>
<th>Bezeichnung</th>
<th>Typ</th>
<th>Ausschreibende Stelle</th>
<th>Aktion</th>
</tr>
</thead>
</table>

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)
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**THE BIERTERTOOL HAS ALREADY BEEN INSTALLED.**
Download the project file and open it (the Biertertool starts automatically) or start the Biertertool directly and select the downloaded file in the application.

**THE BIERTERTOOL 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 Biertertool. You may then follow the instructions under "The Biertertool has already been installed".

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.

<table>
<thead>
<tr>
<th>Download project info</th>
<th>Show project info</th>
<th>Download project</th>
<th>Done</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Basic data</strong></th>
<th><strong>Documents</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type: Tender</td>
<td>Tender</td>
</tr>
<tr>
<td>Title: Testverfahren zur Abgabe elek...</td>
<td>Testverfahren zur Abgabe elek...</td>
</tr>
<tr>
<td>Procurement regulation: Other</td>
<td>Other</td>
</tr>
<tr>
<td>Type of tendering procedure: Open procedure</td>
<td>Open procedure</td>
</tr>
<tr>
<td>E-tendering market place: GIZ</td>
<td>GIZ</td>
</tr>
<tr>
<td>Size of tender documents: &lt; 1 MB</td>
<td>Size of tender documents: &lt; 1 MB</td>
</tr>
</tbody>
</table>
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5  Click the **Done** button to confirm successful download.

![Image](image1.png)

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

![Image](image2.png)

7  Continue with step 2.
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

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
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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 Dokumente) 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.

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

2. Fill out the document
   a. Example: Excel document (e.g. TenderSpecification.xls (Leistungsverzeichnis.xls).

Fig. Filling out/processing the Excel document in the usual way
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b. Example: Word document (e.g. SubcontractorDeclaration.docx (Unterauftragnehmererklarung.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.
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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.
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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.

   ![Image showing document selection](image)

<table>
<thead>
<tr>
<th>Dateiname</th>
<th>Hinzugefügt am</th>
<th>Dateigröße</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angebotsdokument Bieter.pdf</td>
<td>27.06.2018 12.44</td>
<td>7.9 kByte</td>
</tr>
</tbody>
</table>

   **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.

---

- **Submit your tender**

- **Text form**
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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]

   - 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"?

   The submission of an electronic tender is possible

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

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 according to 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
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.

![Image of a submission process with a status indicating successful submission](image)

Fig. If this image appears, your bid has been successfully submitted electronically.
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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.
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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](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:*
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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!).

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 your bid/request to participate).

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