Republic of Armenia
Armenian e-Procurement System (ARMEPS)

ECONOMIC OPERATOR USER MANUAL

EUROPEAN DYNAMICS S.A.

Table of Contents

Table of Contents 2
1. ARMEPS workflow and terms 8
2. General Functionality 10
2.1. General usage guidelines 10
2.2. The CfT Menu functionality 11
2.3. Main Page 12
2.3.1. Login Section 13
2.3.2. Search Section 13
2.4. Login in the platform 14
2.5. Login to the platform for the first time 15
2.6. Logout from the platform 17
2.7. 0 D L Q W H Q D Q F H R I . X V H U . V S U R I L O H 17
3. Registration of Supplier 19
4. Economic Operator Management 24
4.1. Edit organisation details 25
4.2. View the users belonging to the Economic Operator 28
4.3. Insert new user in the organi sation of the Economic Operator 28
4.4. (G L W X V H U V G H W D L O V 30
4.5. Edit CPV codes 31
5. Searching Functionality 33
5.1. Simple Search 33
5.2. Advanced search 33
6. View CfT Workspace 37
7. View CfT Documents 39
8. Expression of Interest for a CfT 41
9. User notifications 42
9.1.1. Automated notifications 42
9.1.2. User alerts 43
10. Clarifications 45
10.1.1. Create a clarification request 45
10.1.2. View a clarification response 46
11. Creation of a tender 49
11.1. Creation of a new tender return 49
11.2. The tender preparation tool 50
11.2.1. Completing the eligibility criteria and the technical envelope 54
11.2.2. Criterion Type: Text Field 54

4. Economic Operator Management

The Users with a role of Economic Operator Organisation Administrator can perform the following activities for the management of their organisation:

- Edit organisation details
- View the users registered within the organisation of the Economic Operator
- Add new users in the organisation of the Economic Operator
- (GLW XVHU·V GHWDLOV

This management functionality is provided WKURXJKEO Management option RI WEHOH Administration menu:

Figure 22 EO administration menu

Figure 23 EO Management functionality

4.1. Edit organisation details

Selecting the option "Edit Organisation" allows the user to edit the organisation's details:

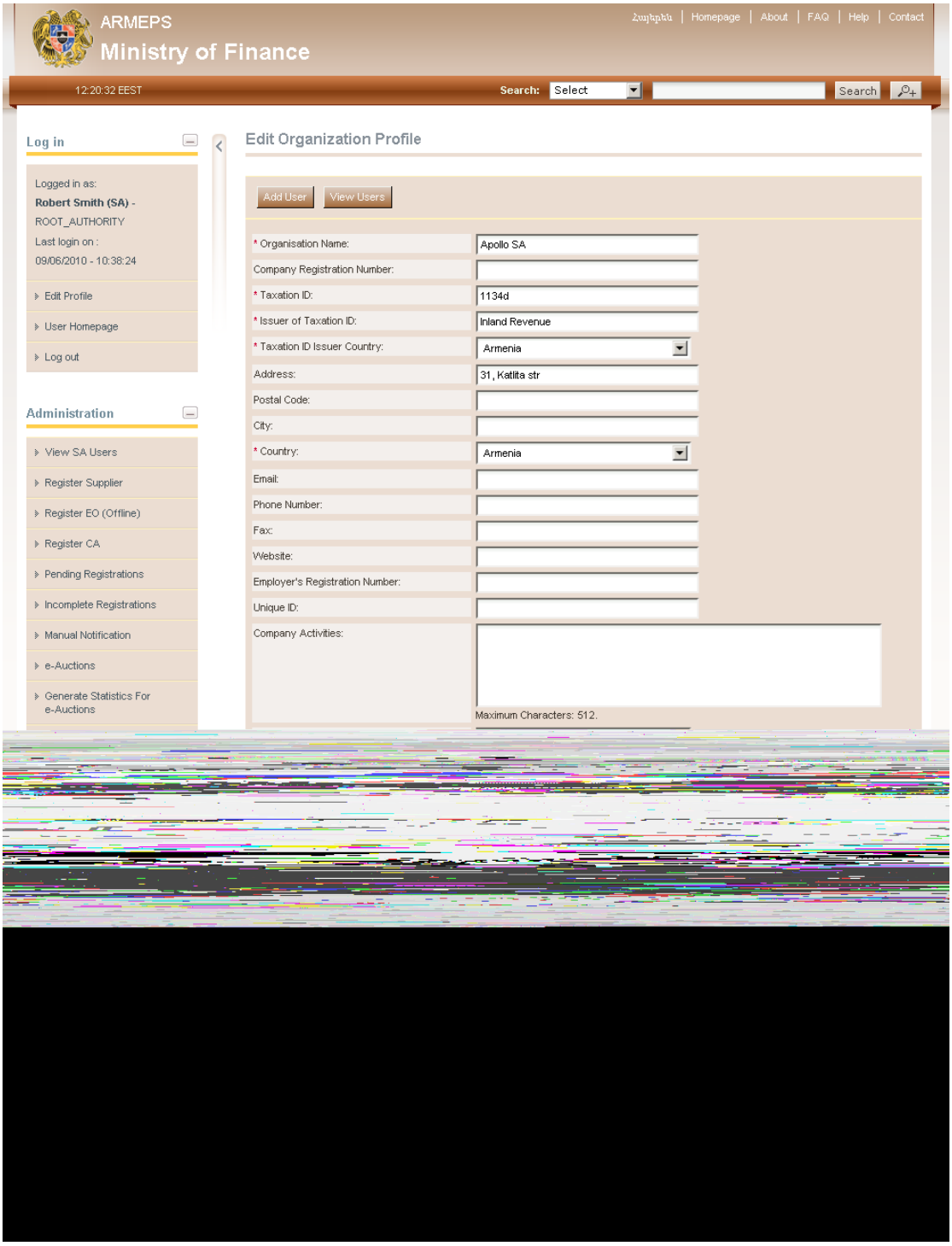

Figure 24 Editing Economic Operators details

Selecting the button "Save" will store the performed modifications, while the button "Reset" will reset the performed modifications .

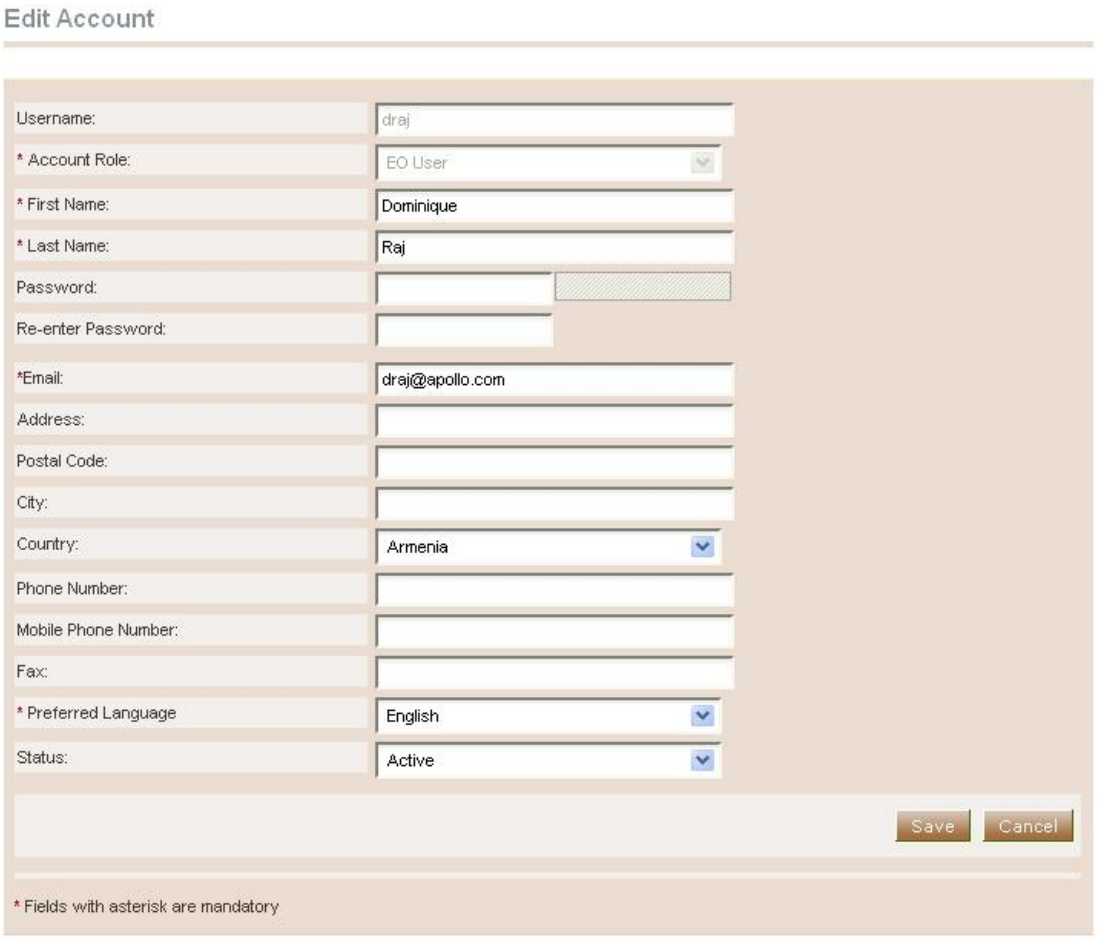

Figure 30 Editing user details

Selecting the button "Save" will update the users details (Figure 30).

4.5. Edit CPV codes

In order to edit the CPV codes associated with the Economic Operator the user selects the "Edit CPV codes" option in EO Organisation management page (Figure 23). The platform displays the CPV codes which are currently associated with the Economic Operator:

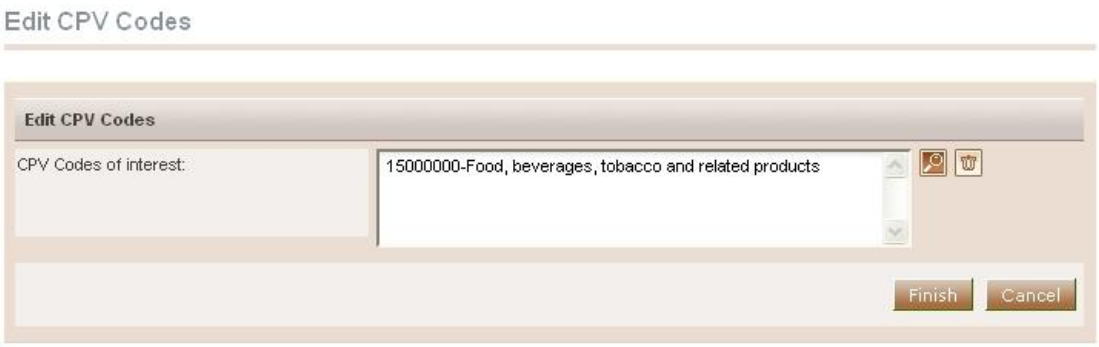

Figure 31 Associated CPV codes

The user can add new CPV codes by the use of the button. The button is used to delete a selected CPV code. For more information about how to use the CPV codes see section 15.1 Inserting Common Procurement Vocabulary Codes (CPV) .

After modifying the associated CPV codes (Figure 32), the user can select the button "Finish" to store his changes.

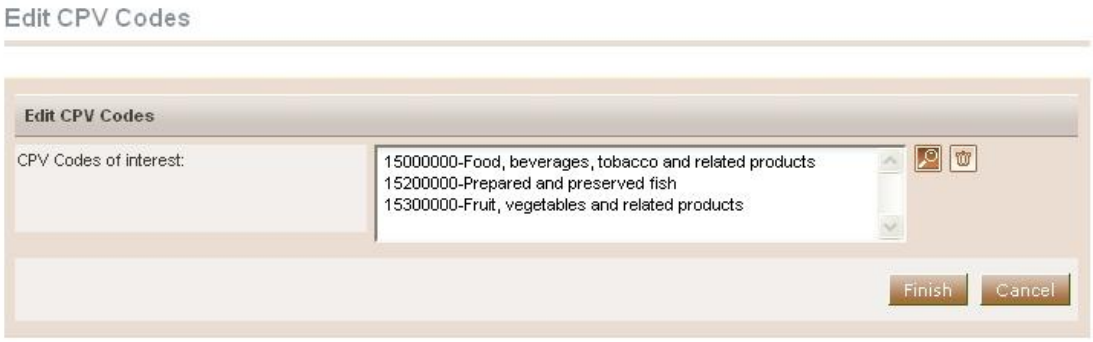

Figure 32 Edit CPV codes

5. Searching Functionality

The ARMEPS platform provides "Simple" and "Advanced" search mechanisms Both functionalities allow searching for Call for Tenders (CfTs), Organisations and Users.

5.1. Simple Search

The simple search functionality covers searching for available Call for Tenders (CfT), registered Organisations and registered Users.

Simple search queries are performed by:

1. Selecting the type of searching (CfT, Organisations, and Users) from the selection list.
2. Providing the full name of the required record or part of it using the "*" wildcard.
3. Selecting the button "Search".

The results, if any, are then presented in a tabular form.

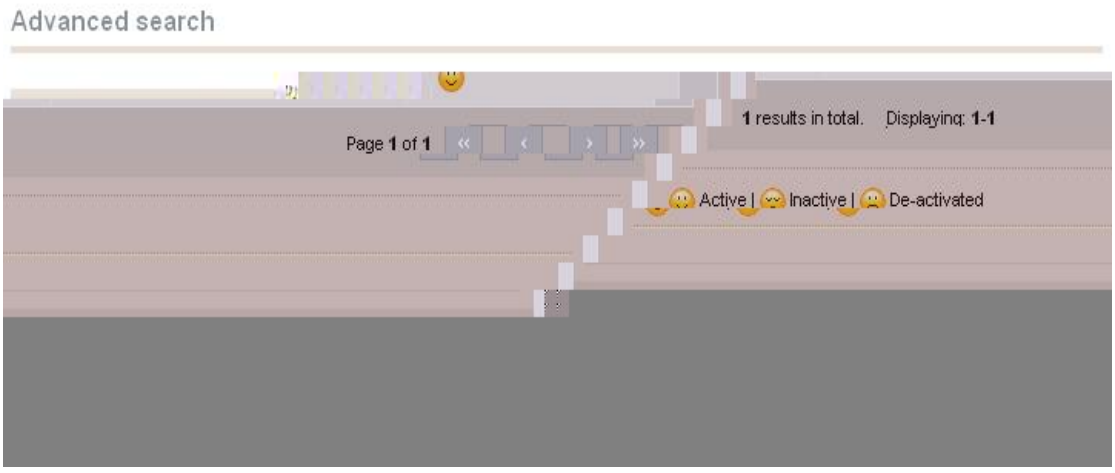

Figure 33 Simple search for Call for Tenders

5.2. Advanced search

The advanced search functionality enables searching for Call for Tenders (CfTs), Organisations and Users. In order to perform an advanced search query, the user should:

1. Select the type of the search by using the appropriate button
2. Provide information in one or more fields (use of * wildcard is also enabled).
3. Select the button "Search".

The results, if any, will be presented in a tabular form.

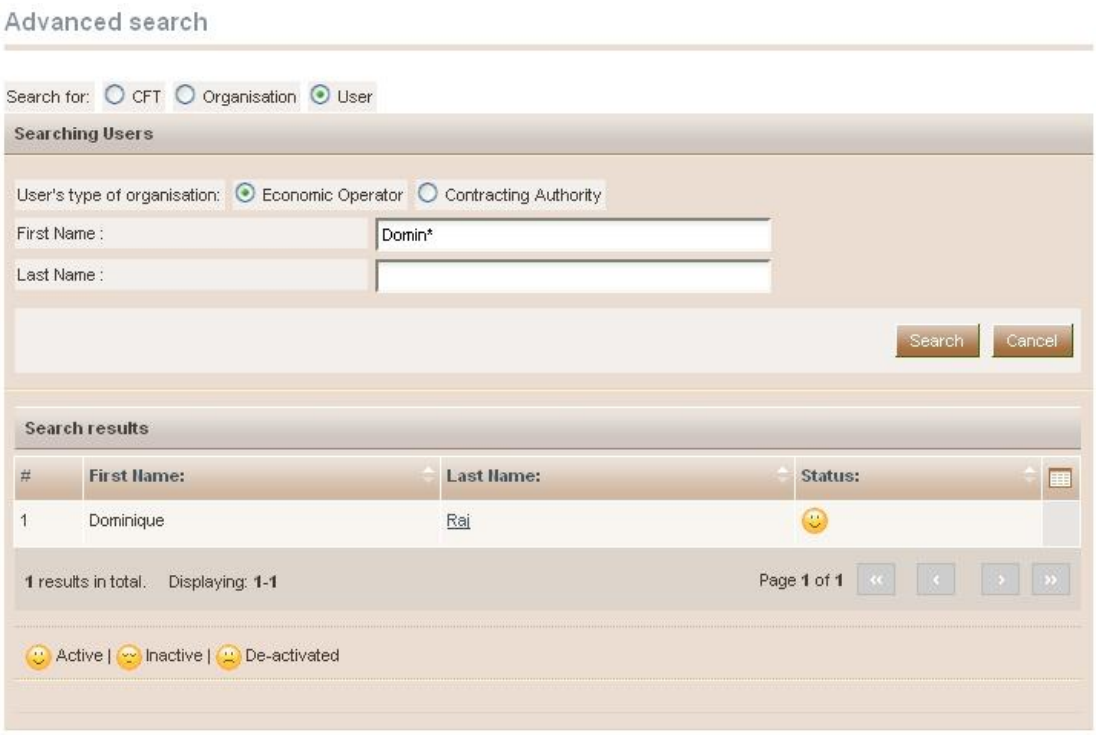

Figure 37 Advanced search for user of the Economic Operator

6. View CfT Workspace

In order for the user to preview the details of the call for tender (CfT) he needs to select the option "View CfT " from the CfT Menu (Figure 38).

Figure 38 CfT Menu , option ´View CfT µ

The platform will display all details (Figure 39) of the particular CfT (e.g. Title, Procurement Type, information regarding associated deadlines, etc).

View CfT Workspace

CFT: **Procurement of IT Supplies (peripheral)** Show CfT Menu

Tender submission deadline in (days/hours):	21/11
Name of Contracting Authority:	Բումերանգ /Էներջայզզյոբայ
Title:	Procurement of IT Supplies (peripheral)
CfT CA Unique ID:	
CFT Unique ID:	2010/null/10
Evaluation Mechanism :	Lowest Price
Description:	test
Procurement Type:	Supplies
Procedure:	Open
CfT Involves:	A Public Contract
CPV Codes:	22000000-Printed matter and related products
Inclusion of e-Auctions:	No
NUTS codes:	
Estimated value (AMD):	
Time-limit for receipt of tenders or requests to participate:	30/06/2010 00:00
Deadline for dispatching invitations:	
Request for clarifications (from-to) :	07/06/2010 00:00 - 08/06/2010 00:00
Tenders Opening Date:	01/07/2010 00:15
One-phased submission or two-phased submission:	Two phase
Contract awarded in Lots:	No
Date of Publication/Invitation :	31/05/2010 14:41
Date of Awarding:	

Figure 39 View CfT workspace

7. View CfT Documents

In order for the user to preview and download all documents associated with the particular CfT (i.e. publication notices being published for this call), he needs to select the option "CfT documents" from the CfT Menu (Figure 40).

Figure 40 CfT Menu, option ´ & I 7 G R F X P H Q W V µ

The platform displays all notices and contract documents which are associated with the CfT. The tab "Notices" (Figure 41) contains a list of all notices in the CfT. The list provides the type of the notice, the date when the notice was uploaded in the system, the status of the notice and the redirection URL towards this notice on the OJEU site, after the official publication of the notice on OPOCE is confirmed. In order for the user to download a notice he needs to select the relevant link in the column "Type" (Figure 41).

Figure 41 Contract Notices

The tab "Contract Documents" lists all documents which are associated with the CfT (Figure 42). In order for the user to download a document he needs to select the relevant link from the column "File".

Figure 42 Contract documents

Selecting the button "Download Zip file" the user can download a zip file containing all associated notices and contract documents(Figure 42).

8. Expression of Interest for a CfT

In order for the user to express his interest to a call for tender (CfT), he needs to download one of the CfT resources (eg. Notice, Contract Document, Clarification attachment) and submit a tender.

The system prompts the user to (Figure 43):

- Express Interest by associating all users of the EO with this CfT
- Express Interest by associating only himself with this CfT
- Express Interest by not associating any user from the EO with this CfT

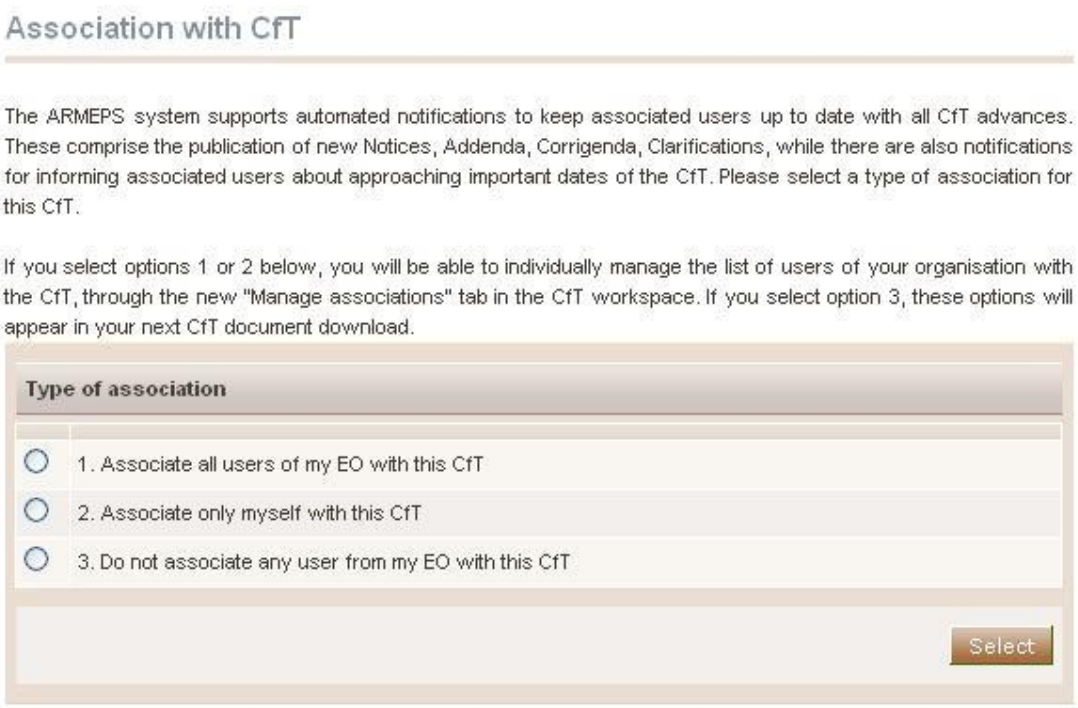

Figure 43 Expression of Interest, association of users

9. User notifications

In order to associate and disassociate the users of the EO organisation from receiving notifications for the particular CfT, the user needs to select the option "Automated Notifications " from the CfT Menu (Figure 44). In addition , the user can also specify the timing of the various alters of the particular CfT by selecting the option "Specify Alerts " from the CfT M enu (Figure 44).

Figure 44 CfT Menu , option s ´ $ X W R P DQG0DQXDO GR´6SHFLI\ D O H U W V µ

9.1.1. Automated notifications

The platform lists all user members of the EO organisation (Figure 45). In order to disassociate an EO member from receiving notification of the CfT, the user changes the status from associated to disassociated from the drop-down menu in the column "Associate / Disassociate" (Figure 46). Similarly, changing the status from disassociated to associated will enable notification for the particular CfT.

Figure 45 List of associated users with the CfT

11.2.1. Completing the eligibility criteria and the technical envelope

The ARMEPS platform supports the following types of criteria:

- Text Field
- Number
- File
- List
- Date
- Date Period

A description of how to complete crit eria of the above types is given in the next sections.

11.2.2. Criterion Type: Text Field

For the criteria of this type, the Economic Operator will provide his text answer in the displayed text box. The maximum number of characters for the Economic Operator's answer is also displayed (Figure 59). The user can also attach an optional file to provide further details in his answer.

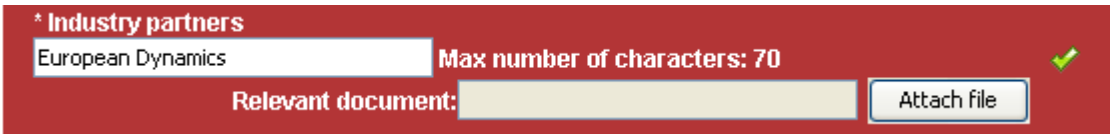

Figure 59 6XSSOLHU·V YLHZ RI WKH FULWHULRQ RI W\SH WH[

11.2.3. Criterion Typ e: Text area

For the criteria of this type, the Economic Operator will provide his text answer in the displayed text area box. The maximum number of characters for the Economic Operator's answer is also displayed (Figure 60). The user can also attach an optional file to provide further details in his answer.

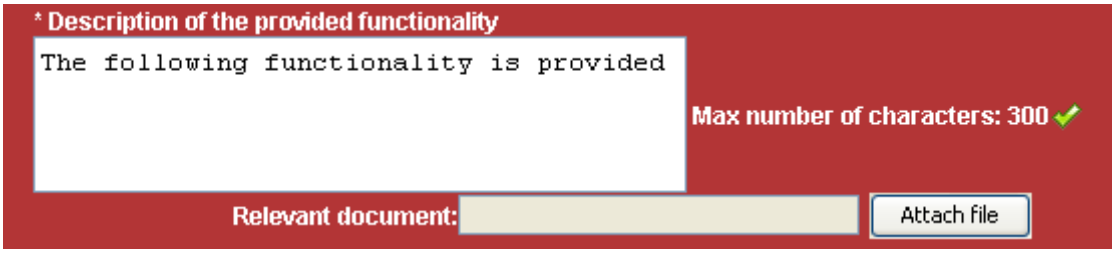

Figure 60 6XSSOLHU·V YLHZ RI WKH FULWHULRQ RI W\SH WH[

11.2.4. Criterion Type: Number

For the criteria of this type, the Economic Operator will provide his answer as a number in the provided box. The minimum and maximum ranges of the number are displayed along with the specified step size (Figure 61). The user can also attach an optional file to provide further details in his answer.

Figure 61 6XSSOLHU·V YLHZ RI WKH FULWHULRQ RI W\SH QXP

11.2.5. Criterion Type: File

For the criteria of this type, the Economic Operator will upload a file in the system. In order to select the file to attach the user should use the "Attach File" button. The maximum allowed size of the file is also displayed (Figure 62).

Figure 62 6XSSOLHU·V YLHZ RI WKH FULWHULRQ RI W\SH ILO

11.2.6. Criterion Type: List

Three types of lists are supported by the system:

- Radio buttons
- Check boxes
- Combo box

The supplier will have the following views for a criterion of this type:

Figure 63 6XSSOLHU·V YLHZ RI WKH FULWHULRQ RI W\SH OLVW

Figure 64 6XSSOLHU·V YLHZ RI WKH FULWHULRQ RI W\SH OLVW

Figure 65 6XSSOLHU·V YLHZ RI WKH FULWHULRQ RI W\SH OLVW

11.2.7. Criterion Type: Date

For the criteria of this type, the Economic Operator needs to select a date. In order to select the required date, the user selects the button to expand the provided calendar functionality (Figure 66). The user can also attach an optional file to provide further detail s in his answer.

Figure 66 6XSSOLHU·V YLHZ RI WKH FULWHULRQ RI W\SH GD

11.2.8. Criterion Type: Date Period

For the criteria of this type, the Economic Operator needs to select a range of two dates ("From" and "To"). In order to select the required dates, the user selects the button to expand the provided calendar functionality (Figure 67). The user can also attach an optional file to provide further details in his answer.

Figure 67 6XSSOLHU·V YLHZ RI WKH FULWHULRQ RI W\SH GDW

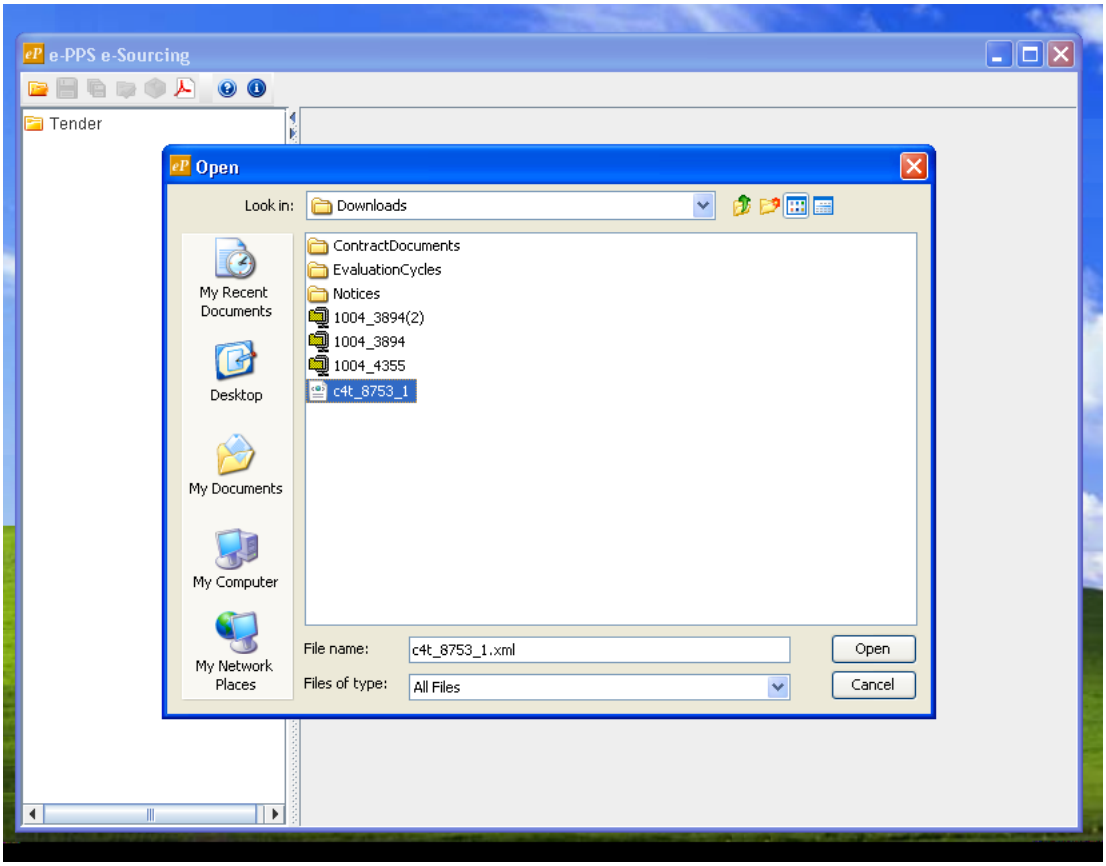

Figure 77 Open a tender structure in the offline tender prep aration tool

Figure 81 Confirm account details

After confirming the validity of the user account details, the user is prompted to accept the user agreement policy for this CfT (Figure 82). In order to accept the agreement the user needs to select the button "Accept".

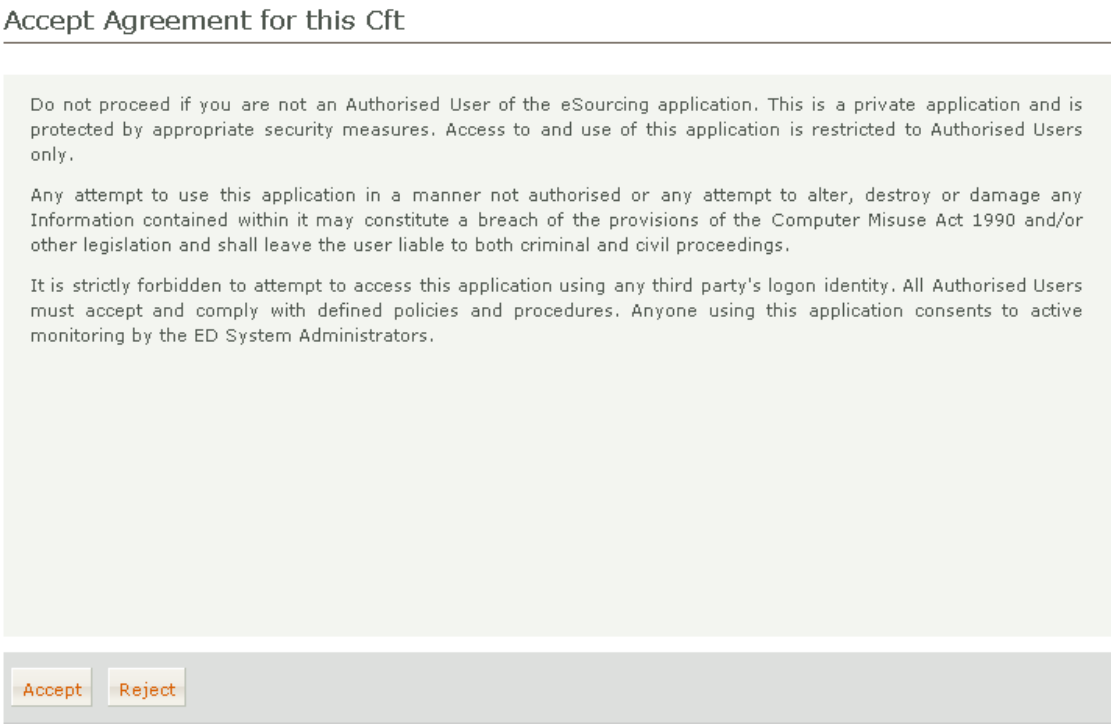

Figure 82 Accept agreement for this CfT.

After confirming the account details and acceptin g the agreement the user is prompted to locate the tender package to upload (Figure 84). The user selects the "Browse" button to locate the file of the tender package (Figure 83).

The tender package is the archive (the name of the archive contains the word "TENDER" at the end) which has been created during the "Pack" operation (section 11.2.13- Pack the tender).

Figure 83 Upload the tender package

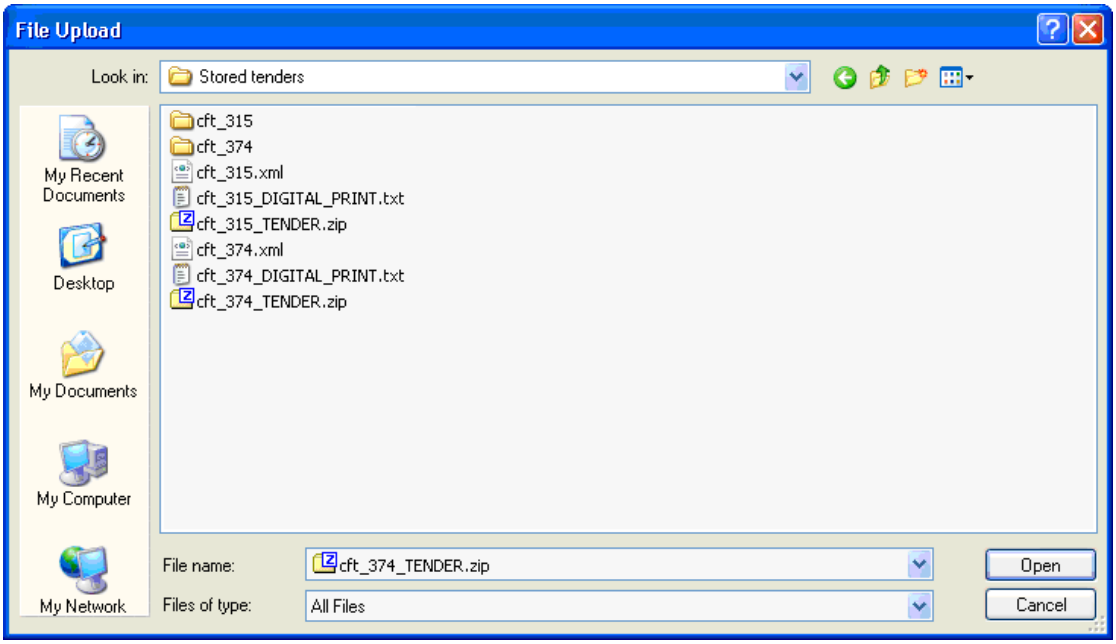

Figure 84 Selection of the tender package to upload

In order to complete his action, the user selects the button "Upload" to upload the tender package in the platform (Figure 84). The system generates a unique Tender "Package Receipt ID" and informs the user regarding the successful upload of the tender package in the platform

11.3.2. Two phase submission

The 'Two phase submission' comprises the following steps.

Note: The successful tender submission necessitates the execution of both steps. Otherwise, the tender is not considered submitted in the system.

1. 8SORDG RI WKH ¶'LJLWDO 3ULQW·

The first step mentioned above is to upload the tender digital print. In this case, the user selects the button "Upload D/P of tender package" (Figure 80). In the new window (Figure 85), the user selects the "Browse" functionality to locate the digital print of the tender package (Figure 86). The digital print is created during the "Pack" operation, which is performed at the end of the creation of the tender (section 11.2.13 Pack the tender).

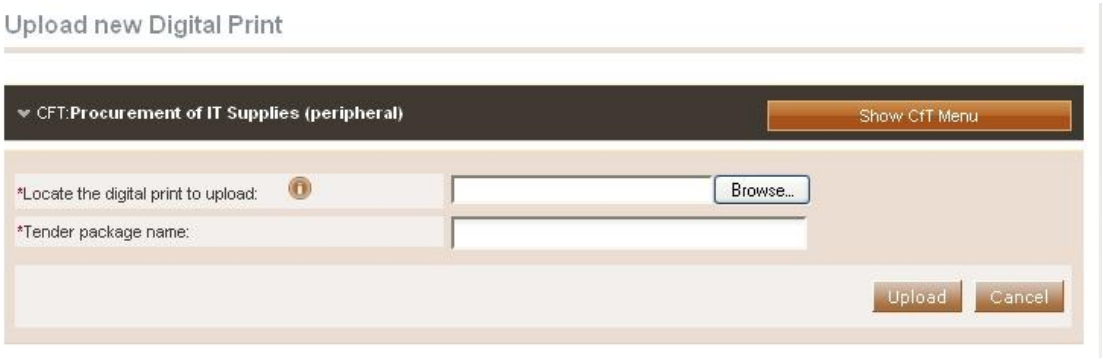

Figure 85 Upload new Digital Print

The name of the generated digital print file contains the words "DIGITAL_PRINT", which are appended at the end of the filename (Figure 86).

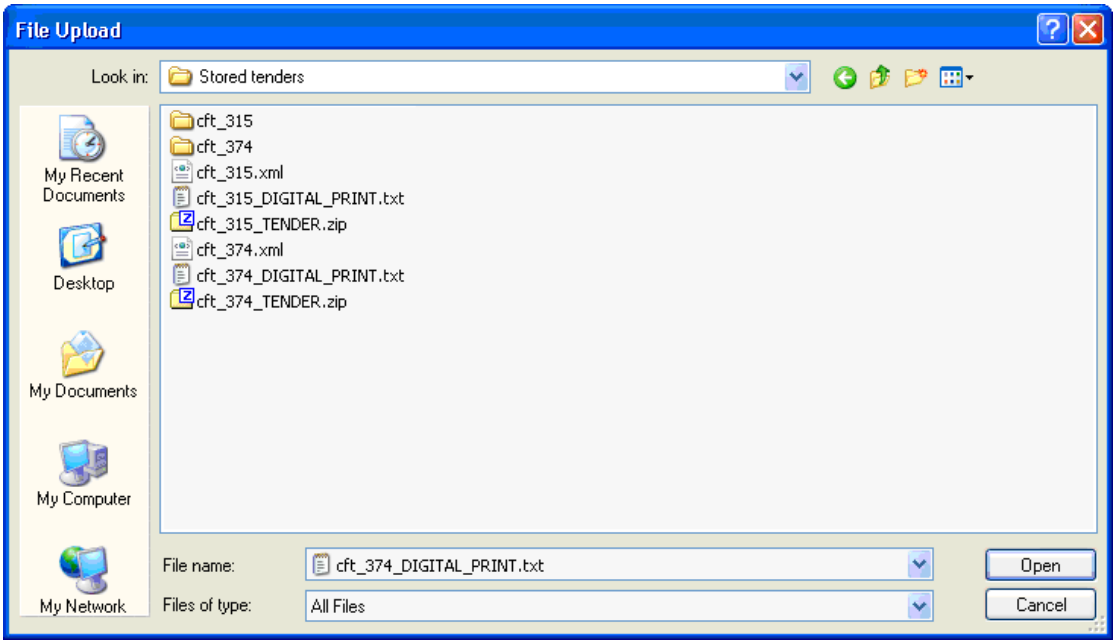

Figure 86 Selection of the Digital Print file

After selecting the appropriate file of the Digital Print, the user specifies the name of the tender and, finally, selects the button "Upload" to submit the Digital Print to the platform (Figure 87).

Figure 87 Specifying the tender package name

When the user successfully uploads a digital print , a message containing the unique "Digital Print Receipt ID " is displayed (Figure 88). The system lists the submitted tenders along with the following information:

- Submitted by: The user who submitted the tender
- Name: The name of the tender
- D/P receipt ID: The unique "Receipt ID" of the "Digital Print " submission time
- D/P submission time: The time of the submission of the "Digital Print "
- T/P receipt ID: The unique ´Receipt ID µof the ´Tender Package µ(see below).
- T/P submission time: The time of submission of the "Tender Package"
- Status: The status of the submission

- x D/P match results: A check whether the "Digital Print " matches the submitted "Tender package".
- x Received on time: A check whether the tender submission has been received on time

At this stage, only the information regarding the submission of the di gital print is available in the list. Furthermore, the status of the submission contains the symbol indicating that additional items (i.e. the tender p ackage) are required, in order to finalise the tender submission process.

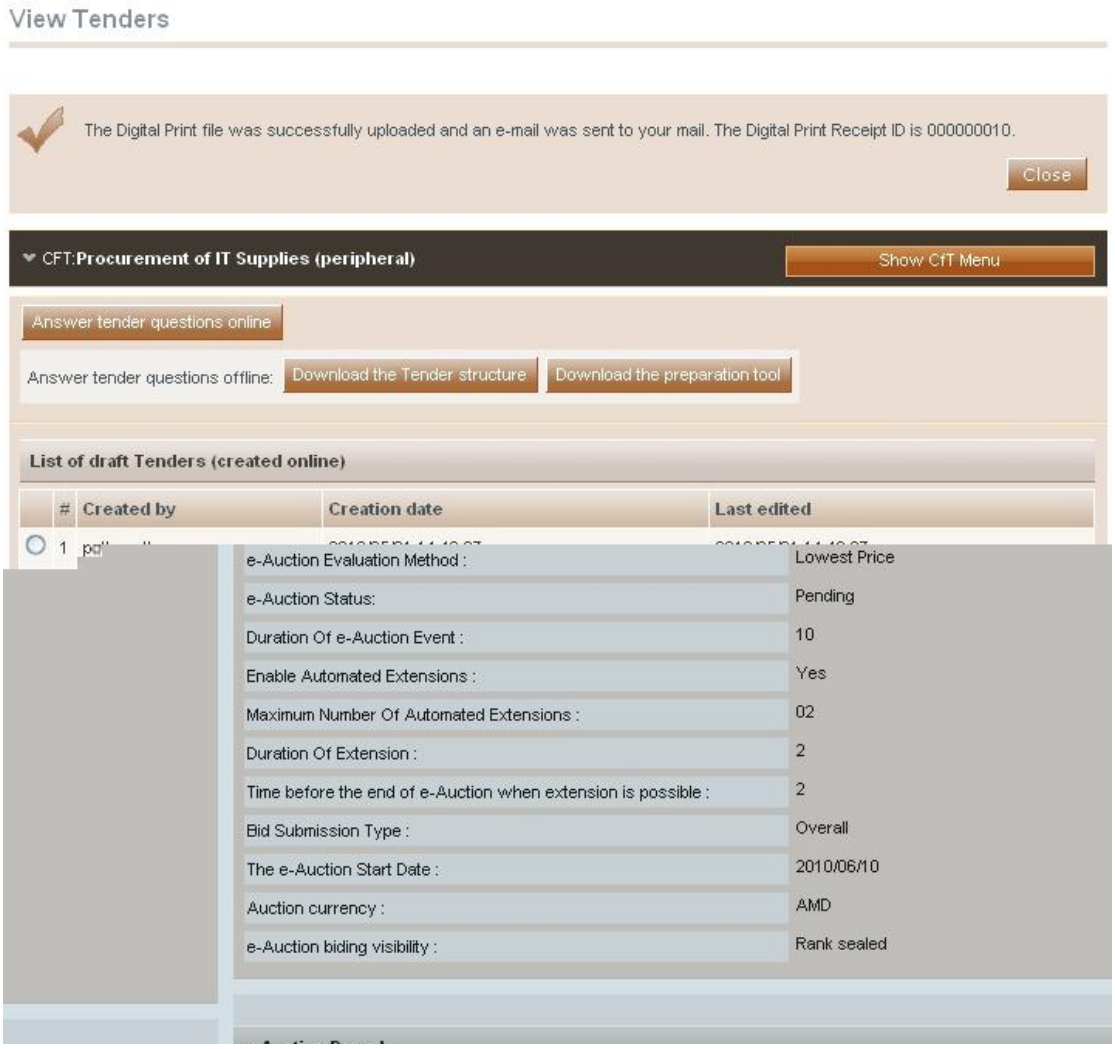

Figure 88 The D igital Print is uploaded

2. 8SORDG RI WKH ¶7HQGHU SDFNDJH·

To upload the 'Tender package', please follow the step described in the 'One phase submission' section.

If the submission was successful a page similar toFigure 89 will be displayed .

13.2. Submission of an offer

Access to the e-Auction room will be enable d only at the commencement date and time specified for the event. The user needs to select the button "Enter e-Auction Room" to access the e-Auction room .

Figure 104 e-Auction status

The e-Auction room provides all functionality for placing a bid for events contai ning only financial criteria (i.e. the evaluation mechanism is specified as being Lowest Price) or combination of financial and criteria specified in the technical envelope (i.e . the evaluation mechanism is specified as being MEAT).

In both cases the user can visualise the following information at the top of the page (Figure 105):

- The e-Auction state (status, round, etc)
- The e-Auction currency
- General instructions regarding the event (in order to download the instructions the user needs to select the associated link)
- Remaining time until the end of the e -Auction/ round

Figure 105 e-Auction room, main information regarding the e -Auction

13.2.1. Placing a bid in a lowest price based auction

In this type of events the bidding is performed only on the associated financial criteria. The system lists all the participating financial criteria (Figure 106). The user provides his financial bid in all participating criteria (i.e. "Cost of Consulting" and "Cost of Training" in Figure 106) and then selects the button "Submit" to submit the bid in the system.

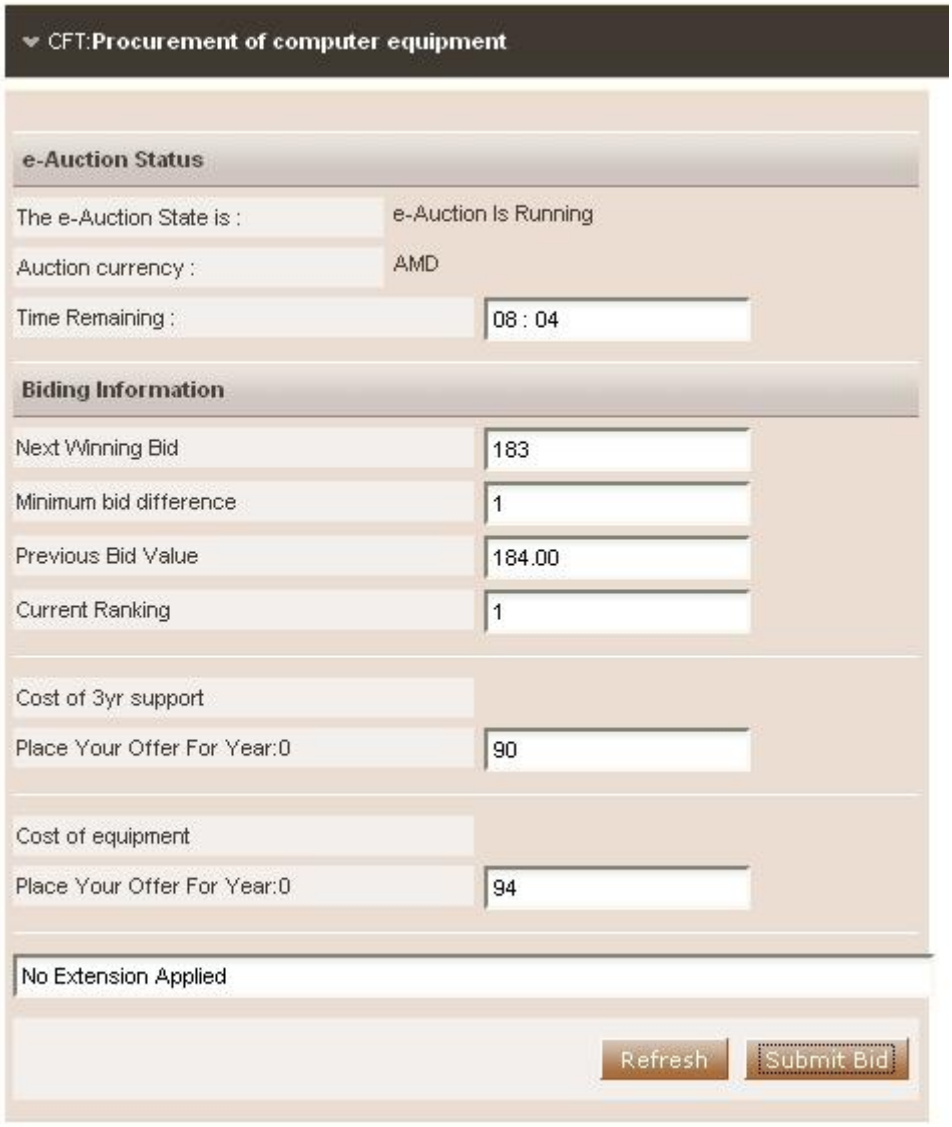

Figure 106 Submit a Lowest Price bid

In addition to the information described in Figure 105, the following information fields are displayed in lowest price e-Auctions (Figure 106):

- Next Winning bid : A suggestion of the total value of the next bid in order to rank at the first position

- Minimum bid difference (in terms of % or absolute value). The minimum difference with the previous bid
- Previous bid value . The value of the last bid

The section "User" (Figure 106) provides ranking information during the bidding process. The displayed information depends on the e-Auction visibility criteria which are specified by the Procurement Officer Tender Coordinator.

In Figure 106, the row "EO current" displays the last bid of the current EO, while the row "EO 1" displays the last bid of the other EO participating in the e-Auction. The names of the participating Economic Operators are always masked.

The system prompts the user to confirm the submission of his bid (Figure 107). The message contains all details regarding the particular bid. Selecting the button "OK" will submit the bid in the platform while, the button "Cancel" will cancel the operation.

Figure 107 Confirm submission of bid (lowest price based auction)

If the bid is valid , an acceptance message will be displayed (Figure 108). The acceptance message contains the unique "Bid Receipt Id " and the unique "Bid Hash".

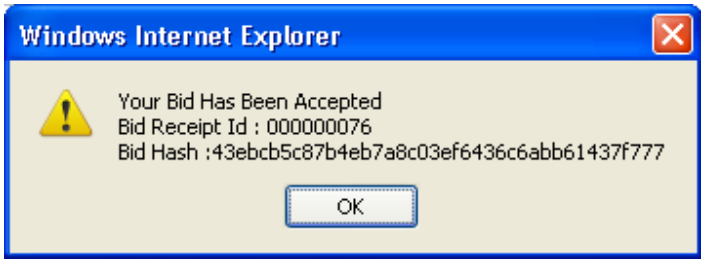

Figure 108 Acceptance message (lowest price based auction)

13.2.2. Placing a bid on a MEAT based auction

In this type of events the bidding is performed not only on the associated financial criteria contained within the technical envelope of the tender.

The platform lists all participating criteria; financial and non-financial (Figure 109). The user provides his bid for all financial (i.e. "Cost of Consulting" and "Cost of Training" in Figure 109) and for all non-financial criteria ("Number of Departments participating in the project" and "Number of consultants working on the project" in Figure 109). The user selects the button "Submit" to submit the bid in the system.

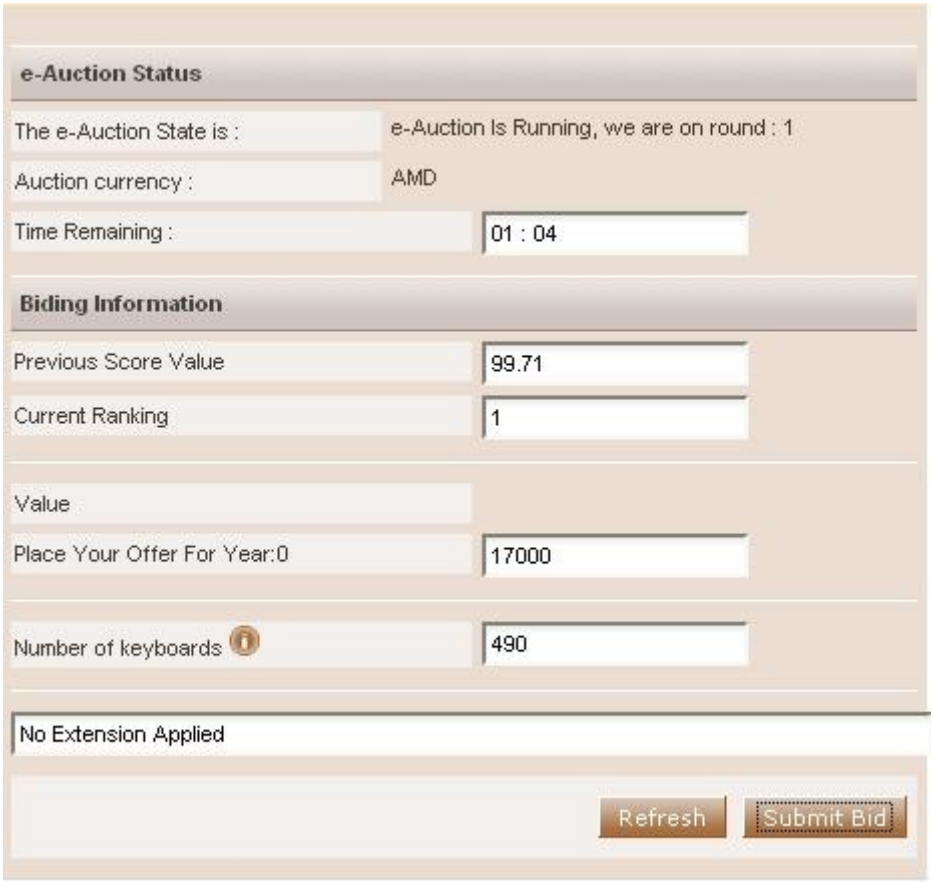

Figure 109 Submit a MEAT bid

The system prompts the user to confirm the submission of his bid (Figure 110). The message contains all details regarding the particular bid. Selecting the button "OK" will submit the bid in the platform while, the button "Cancel" will cancel the operation.

Figure 110 The platform prompts the user to confirm his bid

If the bid is valid, an acceptance message will be displayed (Figure 111). The acceptance message contains the unique "Bid Receipt Id" and the unique "Bid Hash".

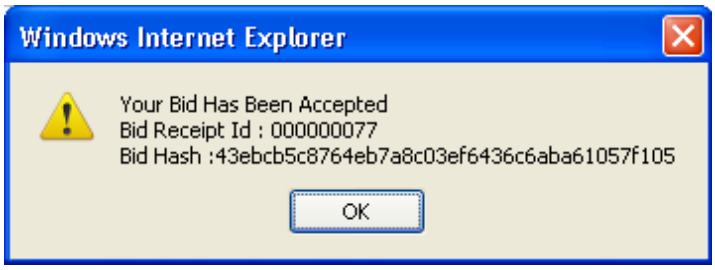

Figure 111 Bid has been accepted

If the bid is not valid, an error message will be displayed to the user (Figure 112). The error message will describe why the bid has not been registered in the system.

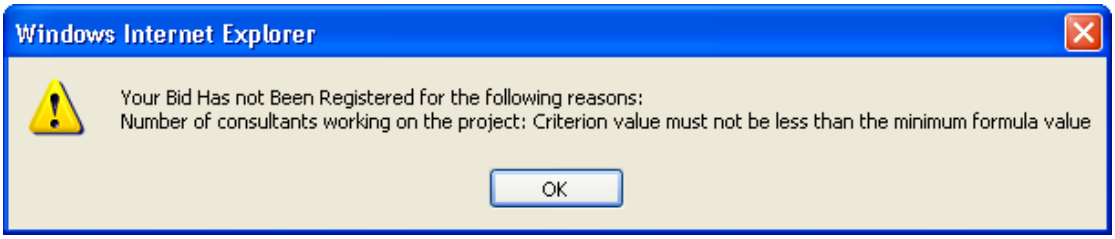

Figure 112 Bid has been rejected

For the technical criteria participating in the e -Auction process, the user can preview the criterion details by selecting the icon (displayed next to the criterion description). In the new window the platform displays the details of the criterion such as Criterion Parameters, Evaluation Parameters and Evaluation Formula Parameters (Figure 113).

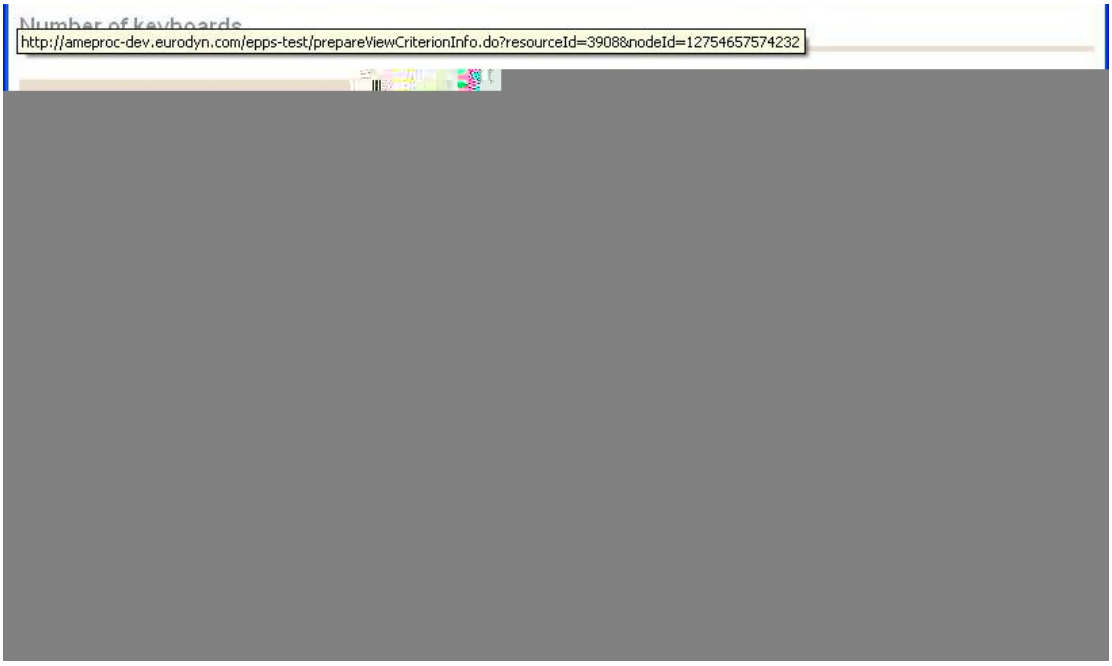

Figure 113 Details of a technical criterion