INSTRUCTIONS FOR ELECTRONIC TENDERING PROCESS VIA PLATFORM

A. Registration on DTVP platform (it is recommended to start asap):

1. First, check if you as an economic operator are already registered on the platform https://www.dtvp.de/Center/. If that is the case, proceed to step 3.

   Note: the user account name and the account e-mail-address will be utilized during the whole procedure for communications and tendering. Make sure your tender managing staff keeps steady access to this account.

2. If no such account is registered, go to https://www.dtvp.de/Center/ and click on registration ("Registrierung") to the upper left. On the next page, it is sufficient to register ("Registrieren") in the "BASIC" mode, which is free of charge. Go through the registration process.

3. Log in to the platform using the access data sent by e-mail to activate the account.

B. System requirements:

- To use the platform, a computer with internet connection and browser is required. For security and presentation reasons, it is recommended to use a common internet browser.

- The use of the platform is authorized with the following internet browsers:
  - Microsoft Internet Explorer version 10 or higher
  - Mozilla Firefox from version 20
  - Google Chrome in the current version
  - Apple Safari from version S 5

- Other conditions and settings:
  - The execution of JavaScript must be allowed.
  - Temporary cookies must be allowed.
  - The browser must support secure SSL connections.
  - The browser must display the character set encoding ISO-8859-1 (Western European).
  - All current security updates and the latest service packs for the operating system need to be installed.
  - In rare cases, the setting "Temporary Internet files" must be set to "Never" in Internet Explorer via the menu item "Tools - Internet Options" ("General" tab). This is necessary if old data is displayed in the browser.

- Important: System requirements for the necessary Bidder tool:
- Installation and execution of the bidder tool requires a current Java runtime environment. The installation requires administration rights on the PC!
- Whether or not an up-to-date Java runtime environment is installed on the computer running the bidder tool can be checked at the following Internet address: http://www.java.com/en/download/installed.jsp. Note: In Windows 10, the Edge browser does not

support plug-ins and therefore will not run Java. Switch to a different browser (Internet Explorer, for example) to run the Java plug-in.
- If no corresponding runtime environment is installed, you can download it here: https://www.java.com/en/download/manual.jsp

- Support:
  - w: https://support.cosinex.de/unternehmen/display/company/English+Instructions
  - t: +49234-298796-11 (Monday through Friday 8am-6pm)
  - m: support@cosinex.de

C. Tender process via DTVP:

1. Access the project room via the link in section I.3 of the TED notice.

2. Log in to the platform (click on the green "*Anmelden*" button). Register with your account details (see above A.).

3. A new window will pop up. There, click on the green participate button ("*Jetzt teilnehmen*").

4. During the time limit tenders, check regularly the communication section by clicking on "*Kommunikation*" and on "*Vergabeunterlagen*" (procurement documents) on the left for any updates issued by the contracting authority.

5. Submission of tenders:

   a) Important: it is strongly advised to submit tenders at least one (work) day ahead of the end of the time limit for submission in order to be able to cope with possible IT problems.

   b) For the submission process, make sure to have the Bidder tool properly installed as indicated above in the system requirement section (B.).

   c) After having clicked on the green participate button ("*Jetzt teilnehmen*"), click – depending on the stage of the procedure – tenders ("*Angebote*") to the left and then in the box titled "*Elektronische Abgabe eines Angebotes mit Hilfe des Bietertools*" click on the Bidder tool button "*Bietertool starten*" in order to commence the electronic bidding process.

   d) The bidder tool downloads/opens (see system requirements above - Java!)

      i. in the bidder tool, click on the line with the project name, then the button open the project ("Projekt öffnen")

      ii. click the button "*Basisdaten zum Angebot*" (tender basis data) to the left
         – in the menu "Allgemeine Angaben" (general information) fill in the details of the person issuing tender (Frau / Ms; Herr / Mr; Titel / title, Vorname / first name; Nachname / last name, Abteilung / department, Telefone, and E-mail).

         – in case this shows up: in the menu "Preisangaben" (price information) fill in the last box ("*Begründung für nicht eingetragene Preise*") ("reasons for not entering price information

in the template" – which isn't matching the price information specifically required in the offer) the words "see offer" – include the prices as requested in separate documents instead (see below iii.).

iii. click the button tender documents "Dok*umente zum Angebot*" to the left to upload all documents

– in the menu own documents "Eigene Dokumente" upload by clicking on "Dokumente hinzufügen" (add documents) all requested documents in the requested form.

iv. to start the submission process, click the button "Abgabe" to the left:

- click the menu "Textform"; click "*Abgabeassistent starten*" to start submission assistant
- check if all required documents are properly uploaded and listed in menu "1- Prüfung" (verification); if so, click proceed ("Weiter");
- no need for entries in "2-Erstellung" and "3-Übersicht", click proceed ("Weiter")
- in the menu "4 - Signierung" (no electronic signature is required); fill in the tenderer's name, then click proceed ("Weiter")
- in the menu "5-Authentifizierung" fill in your login-dates for the platform (e-mail-address and password, see above A.2), click "Angebot jetzt versenden" (submit tender now) to submit the tender!
- in the menu "7-Fertig" (done) you can view the submission protocol. Click "Beenden" to exit.
- Submission has to be completed within the time limit as indicated above!

4. Tenders may only be withdrawn until the end of the respective submission deadline and only via the tendering platform. A withdrawal or change by other means, e.g. B. by fax, e-mail or in writing is not possible.