

Appendix A 8. User Guide for electronic tendering

Invitations to Tender by the German Wine Institute (Deutsches Weininstitut)

Dear applicant, bidder, contractor of the German Wine Institute,

As a result of the ongoing modernisation of public procurement policy, the German Wine Institute is using the so called "Vergabemarktplatz" in order to electronically handle its contract award procedures. The "Vergabemarktplatz" is one of the leading e-tendering platforms in Germany and jointly provided by DTVP Deutsches Vergabeportal GmbH and cosinex GmbH (www.dtv.de/en).

To make your participation in our tenders as smooth as possible, we would like to provide you with this user guide. It will give you some brief instructions on how to register for our tenders and how to apply electronically.

In case of technical problems, questions regarding the registration process and/or the use of the e-tendering platform, please contact the support team by using this online form: <https://support.cosinex.de/unternehmen/display/company/Supportanfrage/> or send an E-mail to Support@cosinex.de ideally with a screenshot of the error.

The incoming mails to support@cosinex.de generate a ticket, which is checked for criticality and any deadlines and is prioritized accordingly according to Cosinex.

Yours faithfully,
German Wine Institute

Introduction

On the "Vergabemarktplatz", your company can search for notices published by contracting authorities from all over Germany. You can either browse through the various categories, use a quick key word search or an advanced search functionality.

Once you have found an interesting notice, you can get direct access to the tender documents or send a request to join the tendering procedure. Public authorities may also invite suitable companies to take part in tendering procedures that are not public. The projects are handled in so called "project rooms" where tender documents can be downloaded, companies can communicate with the contracting authorities and finally submit their electronic tenders.

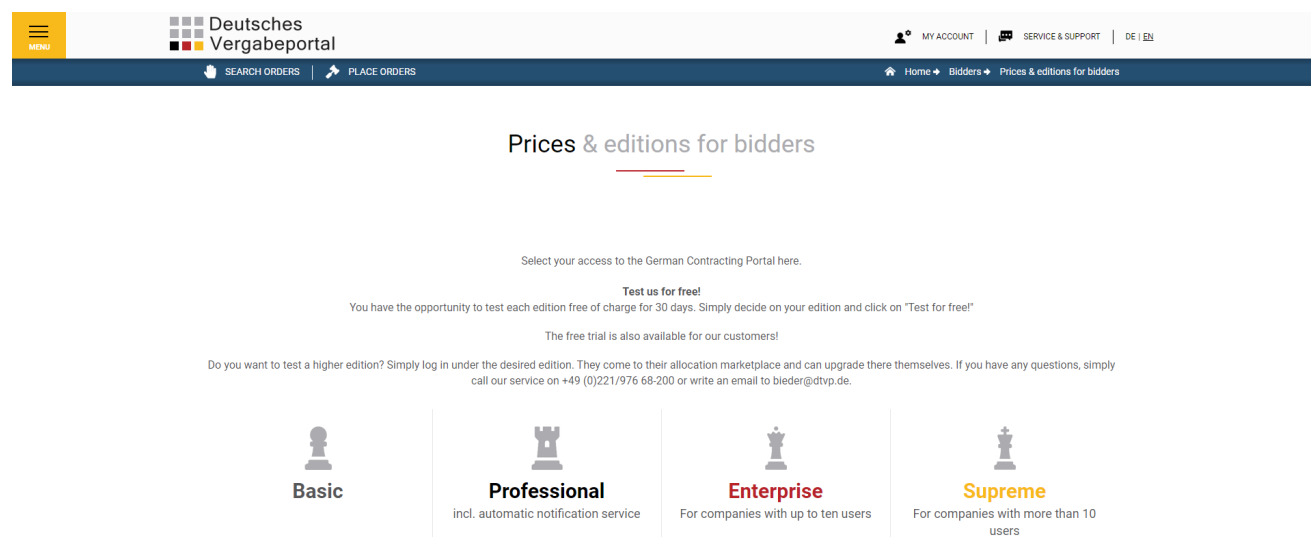
To participate in our tender procedures, it is generally sufficient to use the "Basic" edition that is free of charge and includes an unlimited number of tender submissions. Here is how you get started.

For detailed instructions in English, please visit:

<https://support.cosinex.de/unternehmen/display/company/E-Vergabe++English+Instructions>

1. Prerequisites for using the electronic tendering platform

To access the "Vergabemarktplatz", your company must be registered on the e-tendering platform. To start the registration process, please visit www.dtv.de/en/bidders/prices-editions?method=step1 and choose your edition.



Deutsches Vergabeportal

MY ACCOUNT | SERVICE & SUPPORT | DE | EN

SEARCH ORDERS | PLACE ORDERS

Home | Bidders | Prices & editions for bidders





Prices & editions for bidders

Select your access to the German Contracting Portal here.

Test us for free!
You have the opportunity to test each edition free of charge for 30 days. Simply decide on your edition and click on "Test for free!"

The free trial is also available for our customers!

Do you want to test a higher edition? Simply log in under the desired edition. They come to their allocation marketplace and can upgrade there themselves. If you have any questions, simply call our service on +49 (0)221/976 68-200 or write an email to bieder@dtvp.de.

 Basic	 Professional incl. automatic notification service	 Enterprise For companies with up to ten users	 Supreme For companies with more than 10 users
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After clicking the "Registrierung" or "Register for free" button, you will be led through the registration process in a few easy steps, which will usually not take longer than a total of five minutes. Fill in the registration form to provide your company and user data.

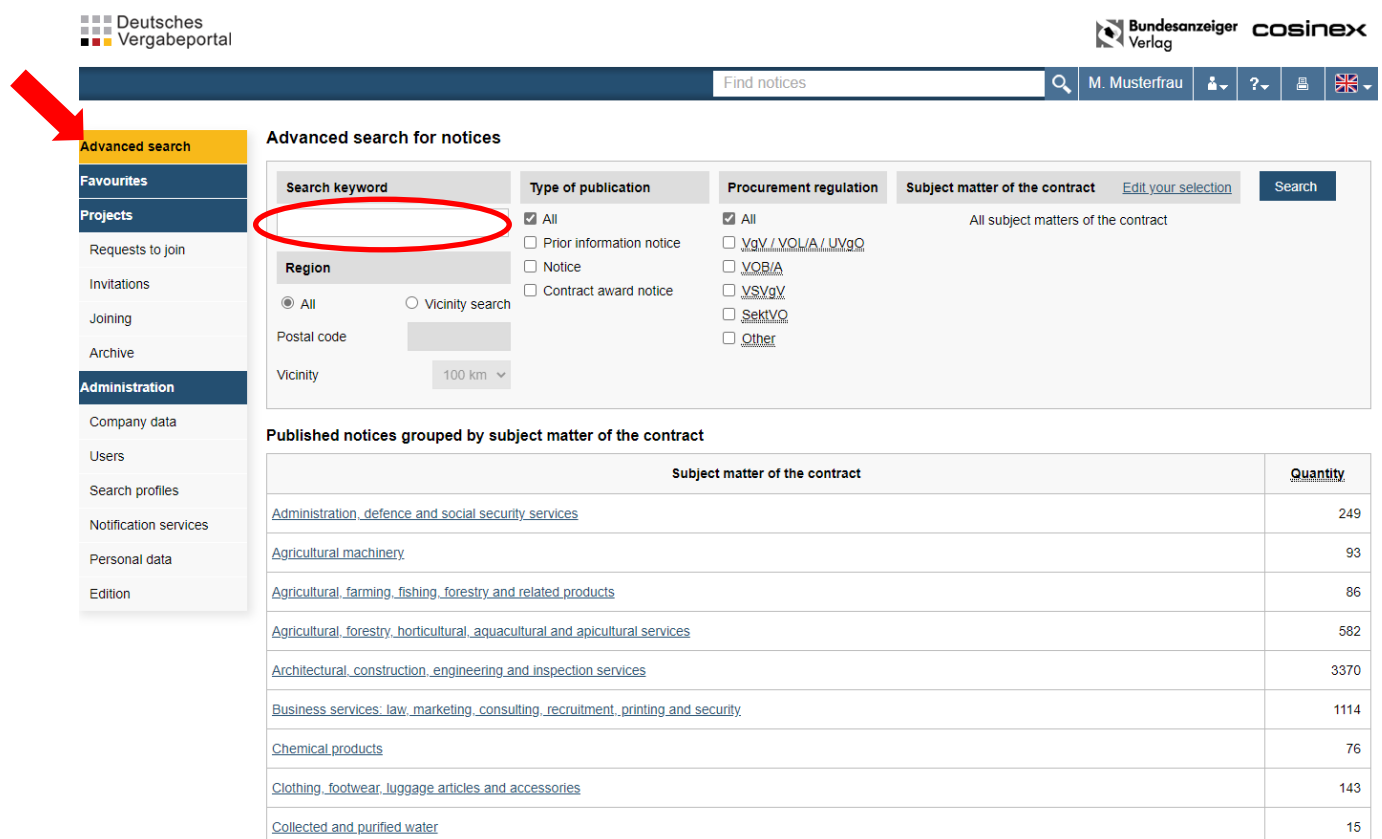
Please make sure to fill in all mandatory fields. They are marked with an asterisk. Please note that the e-mail address used in this section should usually be a general company address as the address will, for example, be used to invite the company to a restricted tender.

Adding information about a "Präqualifizierung" (pre-qualification) of your company is not mandatory. If you do not have a pre-qualification code, you can simply skip this step to continue with your registration by using the "Weiter" button.

Confirm your registration. Login to the "Vergabemarktplatz" and start your research for interesting tenders immediately.

2. Participating in a tendering procedure

With the help of keywords and a large variety of filters (e.g. by public procurement laws, type of publication, etc.) you can search publications that match your companies expertise.



Deutsches
Vergabeportal

Bundesanzeiger
Verlag

cosinex

Find notices

M. Musterfrau

Advanced search

Favourites

Projects

Requests to join

Invitations

Joining

Archive

Administration

Company data

Users

Search profiles

Notification services

Personal data

Edition

Advanced search for notices

Search keyword

Region

☒ All ☐ Vicinity search

Postal code

Vicinity 100 km

Type of publication

☒ All

☐ Prior information notice

☐ Notice

☐ Contract award notice

Procurement regulation

☒ All

☐ VgV / VOL/A / UVgO

☐ VOB/A

☐ VSVgV

☐ SektVO

☐ Other

Subject matter of the contract [Edit your selection](#)

All subject matters of the contract

Search

Published notices grouped by subject matter of the contract

Subject matter of the contract	Quantity
Administration, defence and social security services	249
Agricultural machinery	93
Agricultural, farming, fishing, forestry and related products	86
Agricultural, forestry, horticultural, aquacultural and apicultural services	582
Architectural, construction, engineering and inspection services	3370
Business services: law, marketing, consulting, recruitment, printing and security	1114
Chemical products	76
Clothing, footwear, luggage, articles and accessories	143
Collected and purified water	15

If you have discovered a tender in which you would like to participate, simply click on the button “More information about the project”.

Deutsches Vergabeportal Bundesanzeiger Verlag cosinex

Find notices

Advanced search for notices

Search keyword: Marketing

Region: ☒ All ☐ Vicinity search

Postal code:

Vicinity: 100 km











Type of publication: ☐ All ☐ Prior information notice ☒ Notice ☐ Contract award notice

Procurement regulation: ☐ All ☒ VgV / VOL/A / UVgO ☐ VOB/A ☐ VS/VgV ☐ SektVO ☐ Other

Subject matter of the contract: All subject matters of the contract

Search

Your search resulted in 56 hits

Published	Submission deadline	Short description	Type	Contracting authority / source	Action
24.11.2021	13.12.2021	MarCom Support für den Stuttgarter Maschinenbau	UVgO Notice	Universität Stuttgart	 
15.11.2021	10.12.2021	Rahmenvereinbarungen über Grafikdesignleistungen (2 Lose)	VgV GEC	Konrad-Adenauer-Stiftung e.V.	 
03.12.2021	06.01.2022	Marketingstrategie 2022	UVgO Notice	TraveKom GmbH	 
30.11.2021	29.12.2021	Rahmenvereinbarung Digitalmarketing-Dienstleistungen	VgV GEC	Tourismusverband Allgäu/Bayerisch-Schwaben e.V.	 
23.11.2021	15.12.2021	Onlinemarketing	UVgO Notice	Stiftung Universität Lüneburg	 

Then, a new pop-up will be opened where you can choose to join the tendering procedure. After having joined the tendering procedure you will have full access to the "project room" where you can download tender documents, contact the contracting authority, and finally submit your electronic tenders.

Deutsches Vergabeportal Bundesanzeiger Verlag cosinex

Close window Print page

Join

RV Kommunikationsmedien ZNM

PR: VgV Type of Publication: ☒ Open procedure Status: Published

Overview



Joining of this tendering procedure

! If you **don't join** this tendering procedure you **won't receive any e-mail notifications** about new messages from the contracting authority (e.g. updates of tender documents or results of the bid opening).





Confirm the joining of this tendering procedure to enjoy the following benefits:

1. You will be automatically notified about new messages from the contracting authority (e.g. updates of tender documents or results of the bid opening).
2. You can write messages to the contracting authority directly by using the communication function.
3. You can submit electronic tenders or send participation requests if this option has been allowed by the contracting authority.

Join now

File name	Type	Size	Added on	Action
Bekanntmachung.pdf		109.5 KB	25.11.2021 11:43 o'clock	

Certain tendering procedures, however, are not published as the contracting authority might have chosen to invite only a restricted number of companies to this procedure. In this case you might also receive an invitation to tender directly from the contracting authority. Navigate to the “Invitations” folder on the left side of the main menu in order to regularly check incoming invitations. Once you accepted an invitation, you will get full access to the project room.

Find notices
M. Musterfrau    

Advanced search
Favourites
Projects
 Requests to join
Invitations
 Joining
 Archive
Administration
 Company data
 Users
 Search profiles
 Notification services
 Personal data
 Edition

Overview of invitations

Invitations to current projects:

Submission deadline ▼	Short description	Type	State	Contracting authority / source	Action
Currently there are no projects available in this category.					

Invitations you haven't taken up in time. Access to project room / procurement documents is not possible:

Submission deadline ▼	Short description	Type	State	Contracting authority / source	Action
Currently there are no projects available in this category.					

3. Working on a tendering procedure in a project room

The “project room” is a closed and secured space where tenders are handled. It serves as a communication and transaction platform for both the public authority and the participating companies. This includes the possibility to download tender files, communicate with the tendering authority and submitting electronic offers (if applicable).

Each project room is composed of four modules:


- Verfahrensangaben – tender information
- Vergabeunterlagen – tender documents
- Kommunikation – communication
- Angebote / Teilnahmeanträge – bidding

Please note that the communication module is the only place where questions and answers about the tendering procedure shall be exchanged between applicants/bidders and the contracting authority. The contracting authority will answer incoming questions by uploading a questions-and-answers-catalogue to the project room.

INCOMING MESSAGES

[OUTGOING MESSAGES](#)

Received messages from the contracting authority

Received on	Subject	Attachments	Read	Action
10.01.2019 15:51 o'clock	Anpassung der Vergabeunterlagen		No	

Deadlines for asking questions about a tendering procedure may apply and can be found in the tender documents. Important: The question-and-answers-catalogue will become a component of the contract.

4. Submit a participation request / Submit an offer by using the bidding tool

For the processing of your participation request and/or offer, you need to download and install the bidding tool on your computer. Installation files are available for Microsoft, MacOS and Linux operating systems.

To download the bidding tool, simply navigate to the bidding module of the respective project room and scroll down to the section “Electronic submission of tenders with the help of the Bietertool”. Press the button on the right to download the bidding tool or (in case you have already installed the Bietertool) the button on the left hand side to download the project data. To open the project data file with the bidding tool by double-clicking on the project data file icon (you should find the file in your download folder).

Please note that the bidding tool can only be used via an activated project room (see page 4 of this guide, “Join tendering procedure” / “Check for invitations”).

For a video tutorial (only available in German) and all the functionalities of the Vergabemarktplatz please visit: www.support.cosinex.de/unternehmen/

