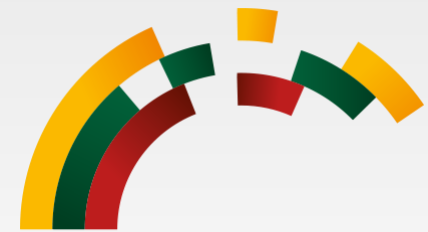# INSTRUCTION:

- *How to develop and submit a tender (proposal) using CVP IS?*
- *How to request additional information from contracting authority (CA)?*
- *How to withdraw quotation and change proposal?*

VIEŠŲJŲ
PIRKIMŲ
TARNYBA

How can I find CVP IS in english language?
First you must visit https://pirkimai.eviesiejipirkimai.lt and choose language (1), then enter your user name and password,
press "Prisijungti" (2).

Here You can see the CVP IS home window:
Public procurement notices (1)
My request for tenders (2)
Received messages (3)

How to develop and submit a tender?
Here you can see public procurement notices window extended search.

PPO

🌐 Notices

Extended search ⊞

Ongoing

◀◀ ◀ Page 1 of 1 ▶ ▶▶

PPO

🌐 Notices

Extended search ⊟

Notice type:	--All-- Prior Information Notice Contract Notice Contract Award Notice	Title:	bandomas ✕
Category:	--All-- ▼	Procedure:	--All-- ▼
Gazette no:			
Authority:		CPV:	
Authority type: ⊞		Authority activity: ⊞	

Search

Ongoing

◀◀ ◀ Page 1 of 1 ▶ ▶▶

Title	Notice type		Organisation name	Publication date	Gazette no	Gazette assigned no
Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams	Lithuanian National Form 6		Organizacija	22/12/2015		

1

2

3

4

Click sign plus(1)
Enter title name (2)
Click Search (3)
Click notices title (4)

How to develop and submit a tender?
To accept an invitation - click Accept (1)

PPO

1

Accept

Below you find information regarding this rft. To be able to work on a response for the buyer you have to be registered and logged in.

Viešųjų pirkimų tarnyba **kviečia visus tiekėjus** dalyvauti šiame **bandomajame elektroniniame pirkime.**

Šiame **tik testavimui skirtame** elektroniniame pirkime tiekėjai gali pateikti pasiūlymą CVP IS priemonėmis ir jį pasirašyti **saugiu elektroniniu parašu.**

Pasiūlymus CVP IS priemonėmis gali teikti tik CVP IS registruoti tiekėjai. Registracija CVP IS nemokama, pasiekiama adresu:

Kilusius klausimus užduokite:

pagalbos telefonu (85) **219 7000**

arba

el. paštu

How to develop and submit a tender?
Here you can see proposal submission window (as seen by suppliers who accepted CA invitation)
Qualification questions (if available) (1);
You can attach documents (My documents) (2);
CA Procurement documents (View documents) (3).

Digital certificate:

You are required to sign your response using a verified digital certificate. If you do not have a digital certificate you cannot send in your response.

My Quotation **Contracts** **Messaging** **Audit trail**

rft   3

::: View rft ✉ View invitation letter 🗁 View documents 👤 Assign user rights

Dates (EET)
Quotation Deadline 22/12/2017 12:00

My response

Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams   1

Answer qualification questions (1)

Qualification questions

0 of 1 question(s) answered   [Assign sections...] [Answer questions...]

Attach documents (2)

My documents

0 document(s) attached   [Attach documents...]   2

My documents

0 of 1 required document(s) attached

Quotation not submitted

Progress

Percent complete

Totals

At least one requirement not met!

Not attached document for question where required	**1**
Number of not answered gateway questions	**1**
Mandatory requirement(s) NOT met!	**1**

[View/Print response form] [Cancel expression of interest] [**Submit quotation**]

How to develop and submit a tender?
Qualification questions

Step 1 - click **Answer questions**
Step 2 - tick the right answer
Step 3 – click **Save**
Step 4 – click a red folder, if CA requires attach document, which confirms provided answer.

Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams

Qualification questions
0 of 1 question(s) answered

Assign sections... | Answer questions...

My documents
0 document(s) attached

Attach documents...

(1)

Print... | Save | Save and back | Exit

Response form

Time left before session times out 29:15

Sąlygos, draudžiančios ir ribojančios tiekėjų dalyvavimą pirkime

1 questions to answer
1 questions not answered

(4)

Tiekėjas (fiz. asmuo) arba tiekėjo (jurid. asmens) vadovas ar ūkinės bendrijos tikrasis narys (nariai), turintis (turintys) teisę juridinio asmens vardu sudaryti sandorį, ir buhalteris (-iai) ar kitas (-i) asmuo (-ys), turintis (-ys) teisę surašyti ir pasirašyti tiekėjo apskaitos dokumentus, neturi teistumo (arba teistumas yra išnykęs ar panaikintas), ir dėl tiekėjo (jurid. asmens) per pastaruosius 5 metus nebuvo priimtas ir įsiteisėjęs apkaltinamasis teismo nuosprendis už veikas, nurodytas Viešųjų pirkimų įstatymo (Žin., 1996, Nr. 84-2000; 2006, Nr. 4-102; 2008, Nr. 81-3179; 2009, Nr. 93-3986) 33 str. 1 d.
Dėl tiekėjo iš kitos valstybės nėra priimtas ir įsiteisėjęs apkaltinamasis teismo nuosprendis už 2004 m. kovo 31 d. Europos Parlamento ir Tarybos direktyvos 2004/18/EB dėl viešojo darbų, prekių ir paslaugų pirkimo sutarčių sudarymo tvarkos derinimo 45 straipsnio 1 dalyje išvardytuose Europos Sąjungos teisės aktuose apibrėžtus nusikaltimus.

⦿ Atitinku reikalavimą ✔
○ Neatitinku reikalavimo

(2)

Time left before session times out 29:15

(3)

Print... | Save | Save and back | Exit

How to develop and submit a tender?
Qualification questions

Documents

Name	Size	Updated
No documents attached		

(5)

Upload files...   Close window

Step 5 - click **Upload files**
Step 6 - select file
Step 7 - click **Upload**
Step 8 - click **Done**
Step 9 - click **Close window**

PPO

My computer   Upload list

- R
  - .oracle_jre_usage
  - Contacts
  - Desktop
    - ☑ **Qualification** (6)
    - ☐ Tender

Upload time:		Data to upload:	
56 kbit/s	0:00:01	Number of files	1
0.5 Mbit/s	0:00:00	Number of folders	0
2 Mbit/s	0:00:00	Total number of bytes	11 kB

(7)   Upload   Cancel

My computer   **Upload list**

ℹ **Upload completed**
Your files have been uploaded

Upload time:		Data to upload:	
56 kbit/s	0:00:01	Number of files	1
0.5 Mbit/s	0:00:00	Number of folders	0
2 Mbit/s	0:00:00	Total number of bytes	11 kB

(8)   Done

Documents

Name	Size	Updated
☐ Qualification.docx (*Qualification.docx*)	11	11/05/2017 17:50

Upload files...   Delete   Close window

(9)

How to develop and submit a tender?
Qualification questions

*Step 10 – click **Save and back***

How to develop and submit a tender?
Attach documents (My documents)

My documents

0 document(s) attached   (1)   Attach documents...

My documents

(2)

Upload files... | Add from Project/Shared folder... | Done

My computer | **Upload list**
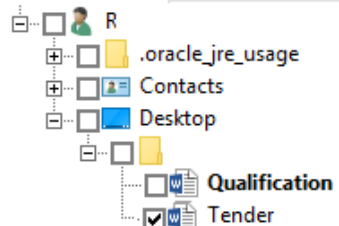
- R
  - .oracle_jre_usage
  - Contacts
  - Desktop
    - Qualification
    - ☑ Tender

(3)

Upload time:		Data to upload:	
56 kbit/s	0:00:01	Number of files	1
0.5 Mbit/s	0:00:00	Number of folders	0
2 Mbit/s	0:00:00	Total number of bytes	11 kB

(4)   Upload | Cancel

Step 1 – click **Attach documents**
Step 2 – click **Upload files**
Step 3 - select file
Step 4 - click **Upload**
Step 5 - click **Done**

☐ Name	🚩 Size	Updated (EET)
☐ Tender.docx ⊘	12	11/05/2017 18:10

(5)

Upload files... | Add from Project/Shared folder... | Check out | Check in | Sort | Delete | Done

Progress

Submit quotation

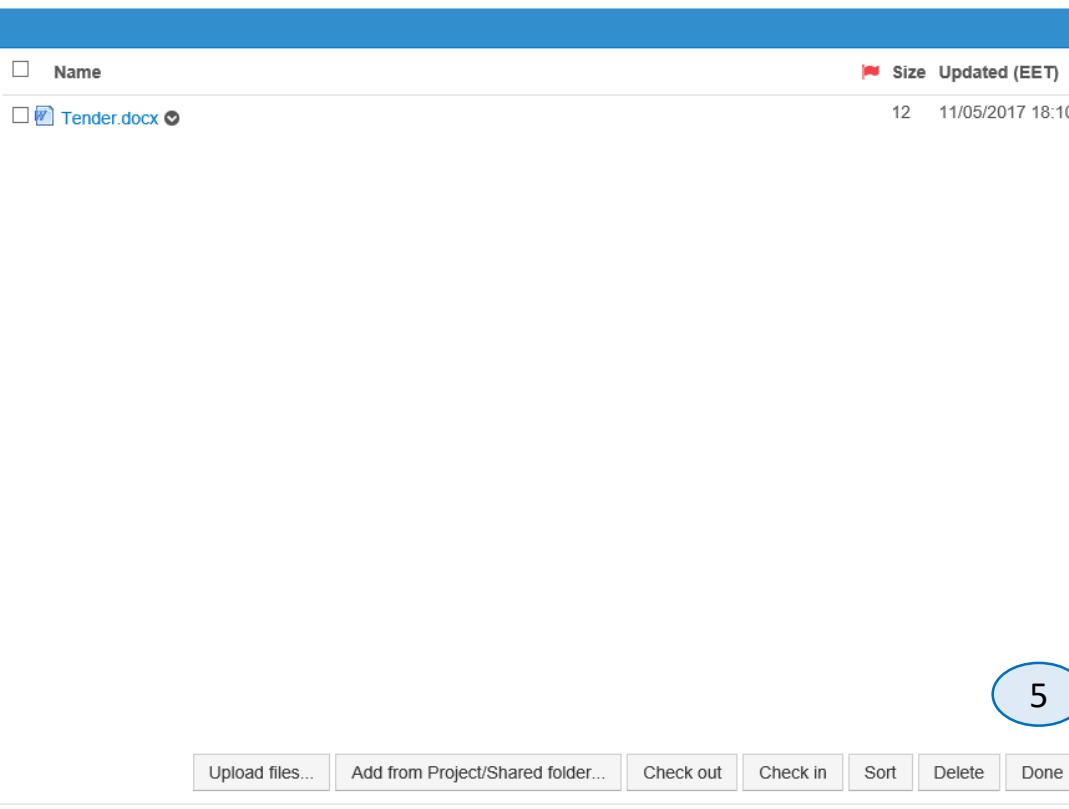| Assign sections... | Answer questions... |

| Attach documents... |

Percent complete

100%

Totals

You are submitting on behalf of this supplier: **TESTINE (nėra)**
In order to submit a quotation you need to verify yourself by digitally sign the proposal.
If the system prompts you to accept a signed applet from Bouncy Castle, please do so as it is a trusted third party component.

Verification

User name
user_name

Password
••••••••

When submitting, your quotation will be sent to the buyer. Access to the buyer may then be restricted by any opening procedure used.

①

| View/Print response form | Cancel expression of interest | **Submit quotation** |

②

③ Send Cancel

Do you want to run this application?

Publisher: Eu-Supply Holding AB

Location: https://pirkimai.eviesiejipirkimai.lt

This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the location and publisher above.

☑ Do not show this again for apps from the publisher and location above

ℹ More Information

Run Cancel

*Step 1 – click **Submit quotation***
*If a window "Do you want to run this application" appears click **Run***
Step 2 – enter User name and Password
*Step 3 - click **Send***
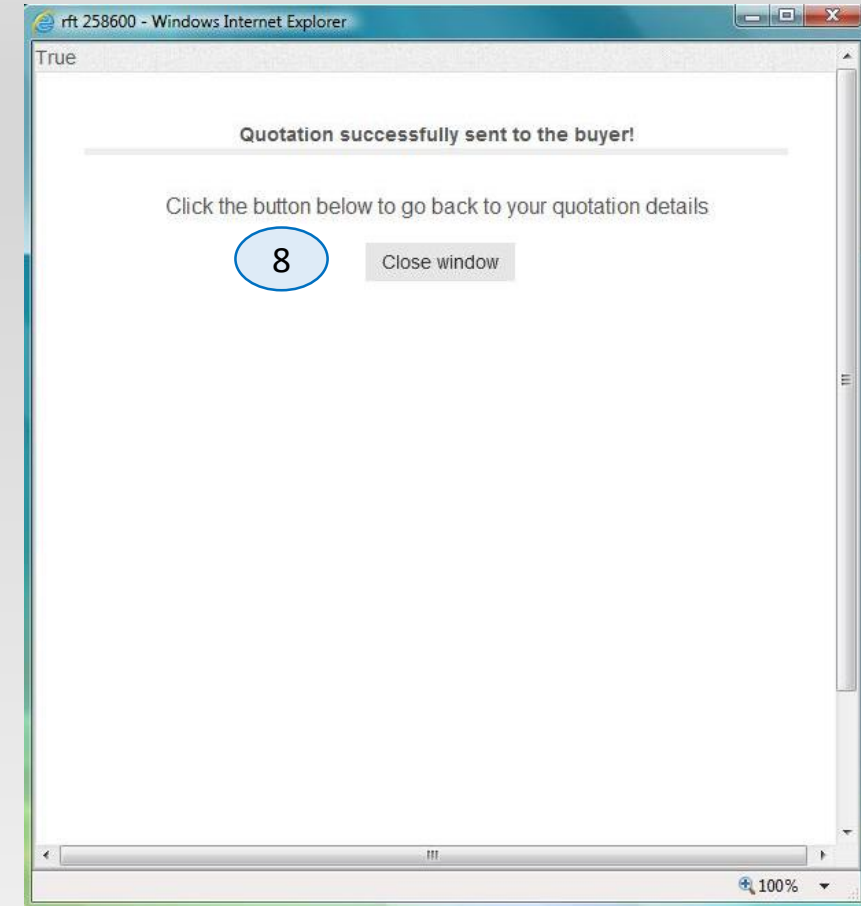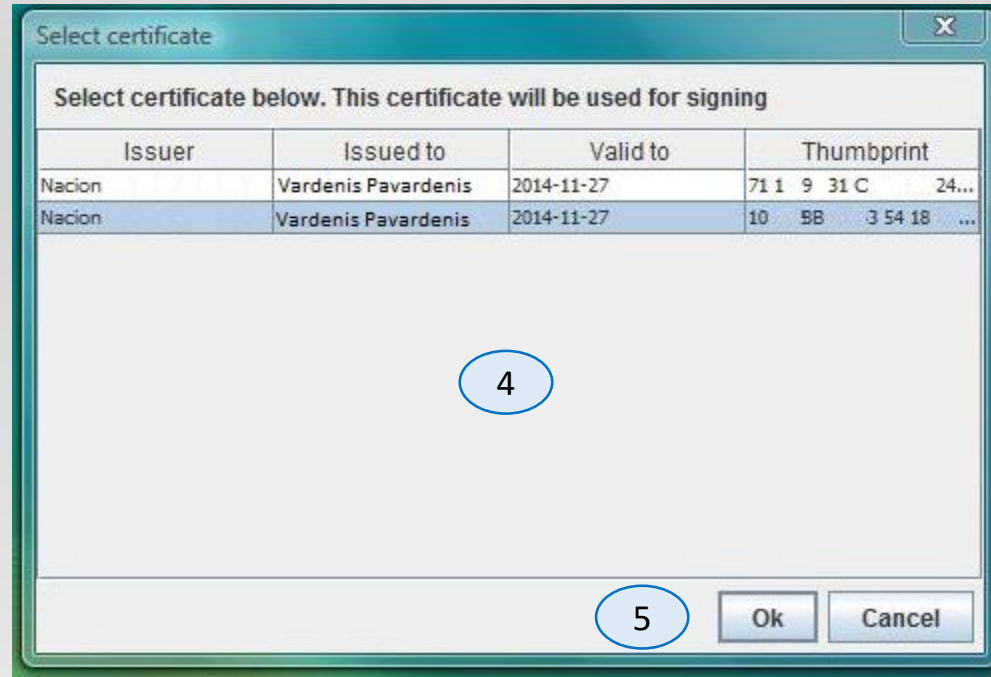
How to develop and submit a tender?
Submit quotation

Step 4 – select certificate
*Step 5 - click **Ok***
Step 6 – enter PIN code
*Step 7 - click **Ok***
*Step 8 - click **Close window***

Select certificate

Select certificate below. This certificate will be used for signing

Issuer	Issued to	Valid to	Thumbprint
Nacion	Vardenis Pavardenis	2014-11-27	71 1 9 31 C 24...
Nacion	Vardenis Pavardenis	2014-11-27	10 BB 3 54 18 ...

4

5   Ok   Cancel

Card

Please Enter your PIN Code

6   ●●●●●●●●

7   OK   Cancel

rft 258600 - Windows Internet Explorer

True

Quotation successfully sent to the buyer!

Click the button below to go back to your quotation details

8   Close window

🔍 100% ▼

How to develop and submit a tender?
Tender successfully submitted.

To submit quotation:

Please allow some time for sending of your response.
After clicking 'Submit response' you will be required to verify yourself by enter your user name and password.

[Detailed instructions]

Digital certificate:

You are required to sign your response using a verified digital certificate. If you do not have a digital certificate you cannot send in your response.

⚠ It is no longer possible to update your quotation

☑ Quotation submitted: 12/05/2017 09:31

🕐 Time left: **5268:24:50**

My Quotation   **Contracts**   **Messaging**   **Audit trail**

(1)

rft

▦ View rft ✉ View invitation letter ☐ View documents 👤 Assign user rights

Dates	(EET)
Quotation Deadline	22/12/2017 12:00

My response

Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams

Qualification questions
1 of 1 question(s) answered   [Assign sections...] [Answer questions...]

My documents
1 document(s) attached   [Attach documents...]

My documents
1 of 1 required document(s) attached

Progress

Percent complete

100%

Totals

🖳 Quotation submitted: 12/05/2017 09:31

[View/Print response form] [Withdraw quotation] [Submit quotation]

*Press **Messaging (1)***

How to request additional information from contracting authority?

Click **New message (2)**

How to request additional information from contracting authority?

Step 1 - click **To...** to select recipient(s)
Step 2 - fill out **Subject**
Step 3 - fill out message text
Step 4 - attach files (optional) click **Attach files...**
Step 4 - send message click **Send**

How to withdraw quotation and change submitted tender?

To submit quotation:

Please allow some time for sending of your response.

After clicking 'Submit response' you will be required to verify yourself by enter your user name and password.

Detailed instructions

Digital certificate:

You are required to sign your response using a verified digital certificate. If you do not have a digital certificate you cannot send in your response.

⚠ It is no longer possible to update your quotation

✅ Quotation submitted: 12/05/2017 09:31

🕐 Time left: **5267:46:43**

My Quotation   **Contracts**   **Messaging**   Audit...

rft

⚏ View rft ✉ View invitation letter ☐ View documen...

Message from webpage ✕

❓ You are about to withdrawl your proposal, are you sure really you want to do this?

②

OK   Cancel

(EET)
Deadline   22/12/2017 12:00

My response

Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams

Qualification questions

1 of 1 question(s) answered   Assign sections...   Answer questions...

My documents

1 document(s) attached   Attach documents...

My documents

1 of 1 required document(s) attached

Percent complete

100%

Totals

🔖 Quotation submitted: 12/05/2017 09:31

View/Print response form   Withdraw quotation   Submit quotation

①

Step 1 - click
Withdraw quotation

Step 2 – click **OK**

How to withdraw quotation and change submitted tender?
Make your changes and resubmit tender.

Progress

Assign sections...   Answer questions...

Attach documents...

Percent complete

100%

Totals

(1)

View/Print response form   Cancel expression of interest   **Submit quotation**

Submit quotation

You are submitting on behalf of this supplier: **TESTINE (nėra)**
In order to submit a quotation you need to verify yourself by digitally sign the proposal.
If the system prompts you to accept a signed applet from Bouncy Castle, please do so as it is a trusted third party component.

Verification

User name
user_name

(2)

Password
••••••••

ⓘ When submitting, your quotation will be sent to the buyer. Access to the buyer may then be restricted by any opening procedure used.

(3)   Send   Cancel

Do you want to run this application?

Publisher: Eu-Supply Holding AB

Location: https://pirkimai.eviesiejipirkimai.lt

This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the location and publisher above.

☑ Do not show this again for apps from the publisher and location above

ⓘ More Information   Run   Cancel

*Step 1 – click **Submit quotation***
*If a window "Do you want to run this application" appears click **Run***
Step 2 – enter User name and Password
*Step 3 - click **Send***

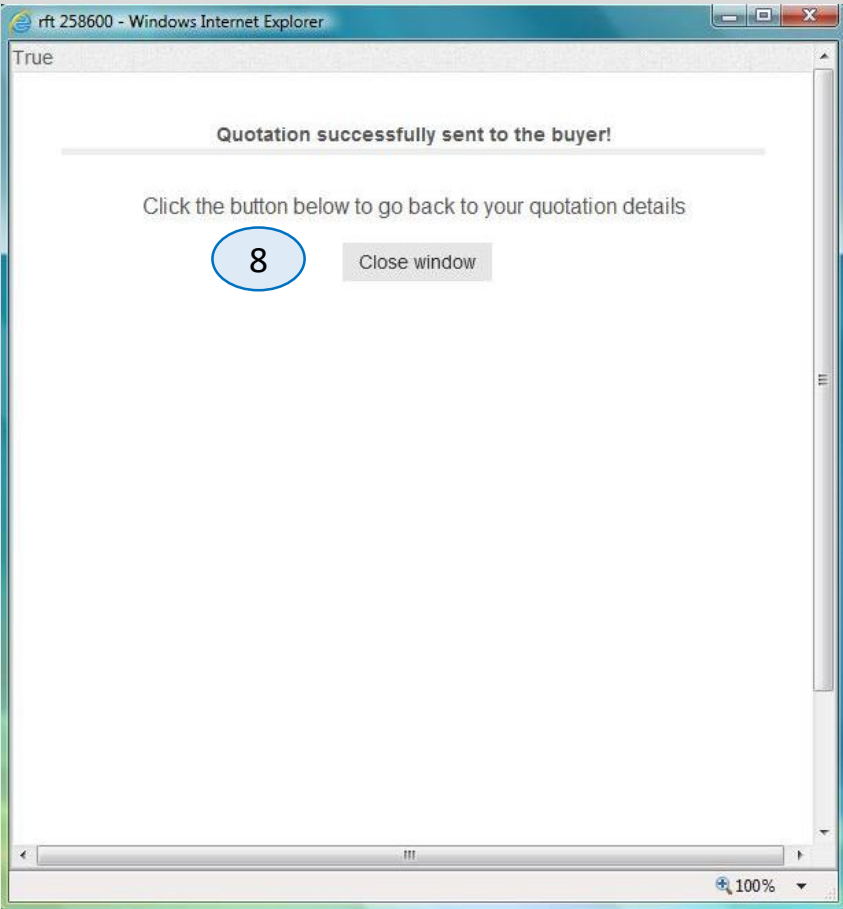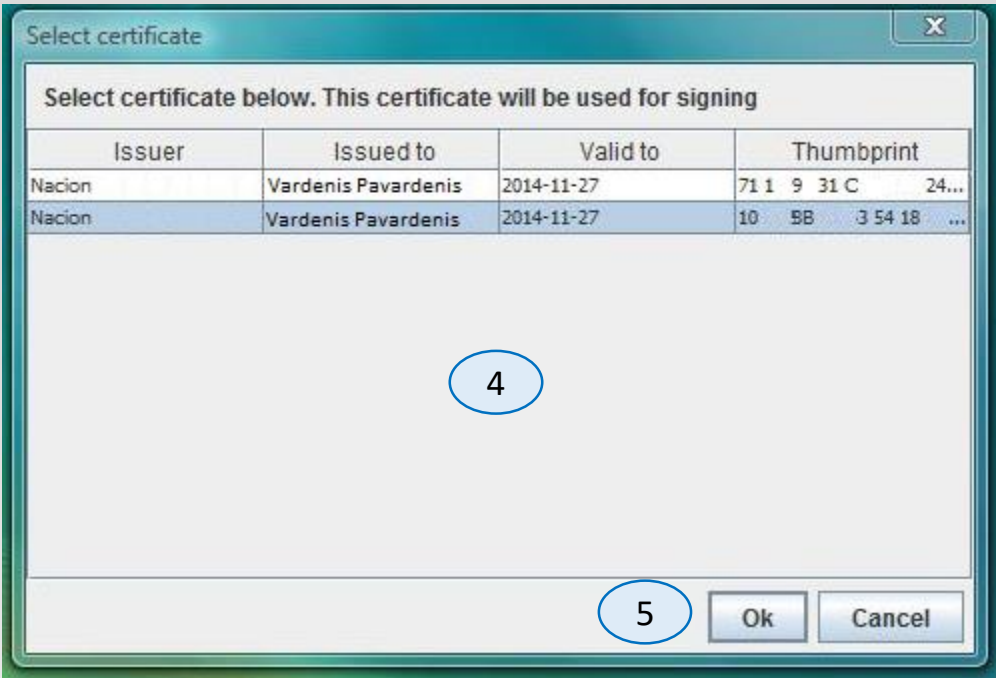## How to withdraw quotation and change submitted tender?

Step 4 – select certificate
*Step 5 - click **Ok***
Step 6 – enter PIN code
*Step 7 - click **Ok***
*Step 8 - click **Close window***

How to withdraw quotation and change submitted tender?
Tender successfully submitted.

To submit quotation:

Please allow some time for sending of your response.
After clicking 'Submit response' you will be required to verify yourself by enter your user name and password.

[Detailed instructions]

Digital certificate:

You are required to sign your response using a verified digital certificate. If you do not have a digital certificate you cannot send in your response.

⚠ It is no longer possible to update your quotation

✅ Quotation submitted: 12/05/2017 09:31

🕐 Time left: **5268:24:50**

My Quotation   **Contracts**   **Messaging**   **Audit trail**

rft

▦ View rft ✉ View invitation letter ▢ View documents 👤 Assign user rights

Dates	(EET)
Quotation Deadline	22/12/2017 12:00

My response

Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams

Qualification questions

1 of 1 question(s) answered

[Assign sections...] [Answer questions...]

My documents

1 document(s) attached

[Attach documents...]

My documents

1 of 1 required document(s) attached

Progress

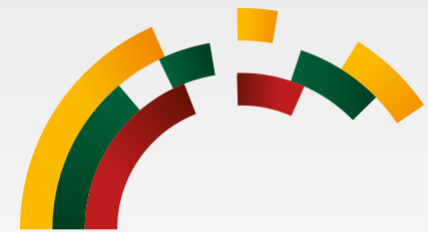**Percent complete**

100%

Totals

🔑 Quotation submitted: 12/05/2017 09:31

[View/Print response form] [Withdraw quotation] [Submit quotation]

Technical support
Email: pagalba@vpt.lt
Telephone: **+370 5 219 7000**