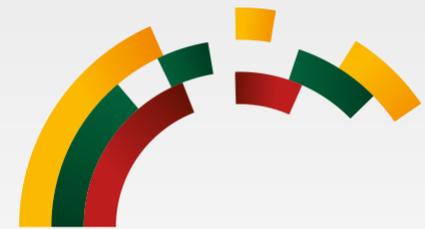


INSTRUCTION:

- *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?*



V I E Š Ū J Ū
P I R K I M Ū
T A R N Y B Ā

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).

CVP IS centrinė viešųjų pirkimų informacinė sistema

1

2

Registruotiems vartotojams: **Prisijungti** [Pamiršote slaptažodį?](#)

Registracija
Registration

Esate perkančiosios organizacijos atstovas? Tapkite CVP IS naudotoju ir vykdykite viešuosius pirkimus elektroniniu būdu!
Esate verslo atstovas? Jus domina nuolat auganti viešųjų pirkimų rinka? Tapus registruotu CVP IS vartotoju jums atsivers galimybės nemokamai susipažinti su visais viešaisiais pirkimais vykstančiais Lietuvoje bei teikti pasiūlymus ir dalyvauti elektroniniu būdu vykdomuose pirkimuose.

Are you a representative of contracting authority? Become a CVP IS user and conduct the public procurement electronically!
Are you a business representative? Are you interested in the constantly growing procurement market? Once you become a registered CVP IS user, you get free access to all public procurements taking place in Lithuania. In addition, you get the possibility to submit offers and participate in online procurement.

[Užpildyti registracijos formą.](#)
[To complete the registration form](#)

CVP IS naudotojų registracija ir visos CVP IS teikiamos paslaugos yra nemokamos.
Registration for CVP IS users and all the services are free of charge.

Viešųjų pirkimų skelbimai RSS

[Užsisakykite jus dominančius skelbimus RSS formatu](#)

Skelbimai

[Naujausi viešųjų pirkimų skelbimai](#)
[Europos Sąjungos viešųjų pirkimų skelbimai \(TED\)](#)

Vieša informacija

[Tarptautinio pirkimo vertės ribos \(nuo 2016-01-01\)](#)
[Tarptautinio pirkimo, atliekamo gynybos ir saugumo srityje, vertės ribos \(nuo 2016 01 01\)](#)
[Tarptautinio pirkimo, atliekamo gynybos ir saugumo srityje, vertės ribos \(nuo 2014 01 01\)](#)
[Tarptautinio pirkimo vertės ribos \(nuo 2014 01 01\)](#)
[Tarptautinio pirkimo vertės ribos \(nuo 2012 01 01\)](#)
[Tarptautinio pirkimo vertės ribos \(nuo 2010 01 01\)](#)
[Tarptautinio pirkimo vertės ribos \(iki 2010 01 01\)](#)
[Perkančiųjų organizacijų taisyklės](#)
[VPI 91 str. 1 d. nurodytu įmonių prekių, paslaugų ar darbų sąrašai](#)
[Oficialūs patvirtintų tiekėjų sąrašai](#)

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

1

PPO Administration Vardenis Help Log out

Welcome Vardenis Pavardenis

Services

- Public projects
 - My Request for Tenders
 - 33 New Invitations, 41 Ongoing, 29 Closed
- Contracts
 - 0 Active, 0 Pending, 0 expired
- Documents
 - Manage company and personal documents
- My Scheduled uploads
- My tasks
 - My sent and incoming tasks
- Reports
 - [report_text]
- Account administration
 - View your presentation here!
 - Add users or update profile
- Need help? Please contact our support at:
 - pagalba@vpt.it
 - phone: +370 5 219 7000
- User guides (pdf)
 - Supplier tender management

To find a list of current tender opportunities or to express an interest in a specific tender opportunity, please click on the **SEARCH PUBLICATIONS** link on the left hand side.

Messages

- 12/04/2017 09:28 testas data → rft
- 27/03/2017 10:22 (no subject) → rft
- 07/03/2017 14:43 (no subject) → rft

Showing the last 15 unread messages [All messages](#)

System notifications

- 07/03/2017 16:44 Tiekėjas pateikė pasiūlymą → rft
- 07/03/2017 16:43 Tiekėjas pateikė pasiūlymą → rft
- 07/03/2017 10:32 Tiekėjas pateikė pasiūlymą → rft

Showing the last 10 unread system notifications

My Request for Tenders

No	Description	Times (EET)	Buyer
322097	Pranesimai Final ▶ Pranesimai Final	End time: 30/03/2017 12:00	Testinė PO
318633	objektai ▶ objektai	End time: 07/03/2017 08:00	Testinė PO
318529	Pasiūlymo atsiėmimas ▶ Pasiūlymo atsiėmimas	End time: 08/07/2017 12:00	Testinė PO

3

2



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

1

PPO

Notices

Extended search ⊖

Notice type:
Prior Information Notice
Contract Notice
Contract Award Notice

Title: ×

Category: ▼

Procedure: ▼

Gazette no:

CPV:

Authority:

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		

4

2

3

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

[View rft](#) [View invitation letter](#) [View documents](#) [Assign user rights](#)

My response **Progress**

Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams **1**

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

My documents
0 document(s) attached [Attach documents...](#)

2

My documents
0 of 1 required document(s) attached

Quotation not submitted

[View/Print response form](#) [Cancel expression of interest](#) [Submit quotation](#)

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

[Answer qualification questions \(1\)](#)

[Attach documents \(2\)](#)



How to develop and submit a tender? Qualification questions

Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams

Qualification questions

0 of 1 question(s) answered

Assign sections...

Answer questions...

1

My documents

0 document(s) attached

Attach documents...

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.

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

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 reikalavima ✓ **2**

Neatitinku reikalavimo

Time left before session times out 29:15

Print... Save Save and back Exit

3

4

How to develop and submit a tender?

Qualification questions

Documents

Name	Size	Updated
No documents attached		

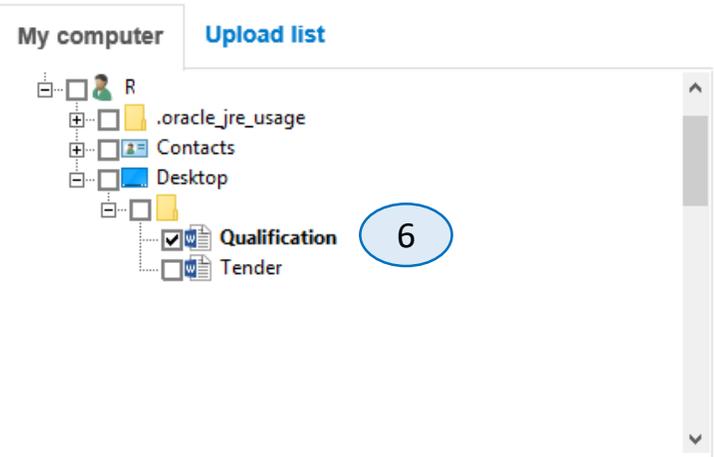
5

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**



6

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**



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
<input checked="" type="checkbox"/> 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

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

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 reikalavima ✓
 Neatitinku reikalavimo

Time left before session times out 29:15

10

Print... Save Save and back Exit

Step 10 – click *Save and back*

How to develop and submit a tender?

Attach documents (My documents)

My documents
0 document(s) attached

1

My documents

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

2

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

<input type="checkbox"/> Name	<input type="checkbox"/> Size	Updated (EET)
<input checked="" type="checkbox"/> Tender.docx	12	11/05/2017 18:10

5

How to develop and submit a tender? Submit quotation

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 (néra)**
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

Key User name
user_name 2

Password
..... 3

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

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 develop and submit a tender?

Submit quotation

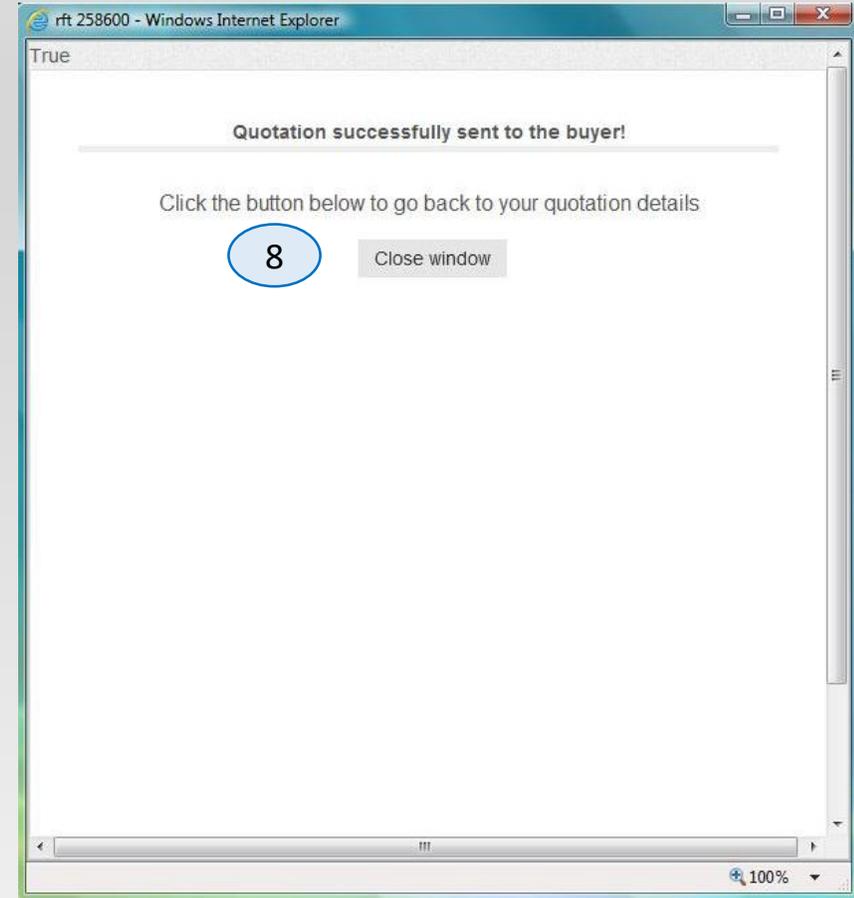
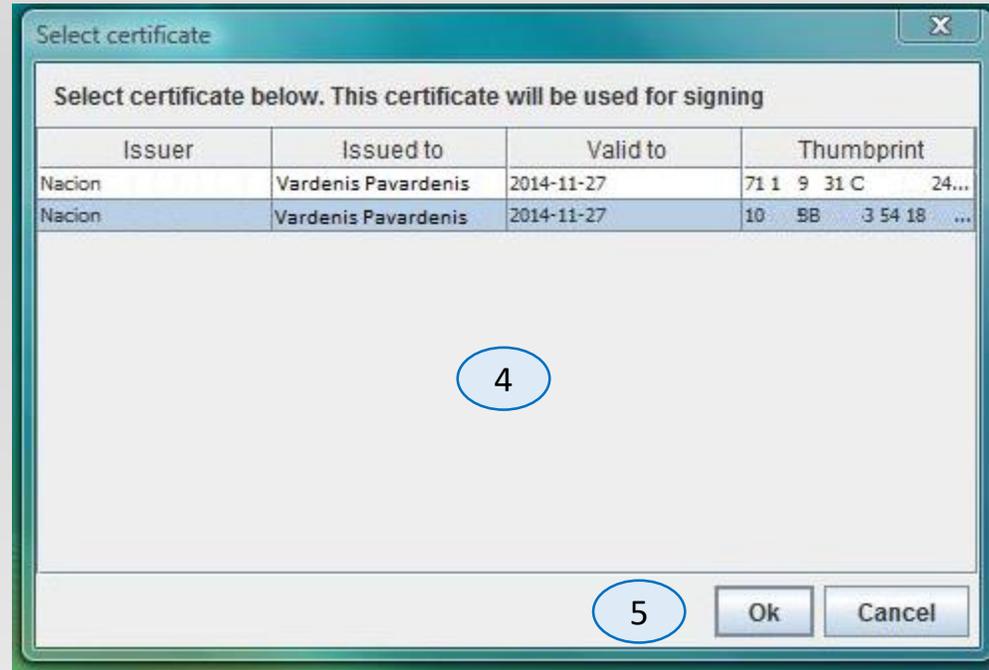
Step 4 – select certificate

Step 5 - click **Ok**

Step 6 – enter PIN code

Step 7 - click **Ok**

Step 8 - click **Close window**



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](#)

rft

Dates

(EET)

Quotation Deadline

22/12/2017 12:00

 [View rft](#)  [View invitation letter](#)  [View documents](#)  [Assign user rights](#)

My response

Progress

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](#)

How to request additional information from contracting authority?

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

1

Dates

(EET)

Quotation Deadline

22/12/2017 12:00

 [View rft](#)  [View invitation letter](#)  [View documents](#)  [Assign user rights](#)

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?

 Draft  Has attachments

[My Quotation](#) [Contracts](#) **[Messaging](#)** [Audit trail](#)

Select step: 1. Bandomasis elektroninis Show system notifications 2

ID	Subject	From	Date (EET)
5204544	Tiekėjas pateikė pasiūlymą	System message	12/05/2017 09:31
5204543	CVP IS: TESTINE pateikė pasiūlymą pirkimui Nr. 258600:1	System message	12/05/2017 09:31
5204308	Tiekėjas pateikė pasiūlymą	System message	12/05/2017 09:08
5204306	CVP IS: TESTINE pateikė pasiūlymą pirkimui Nr. 258600:1	System message	12/05/2017 09:08
5154172	CVP IS: TESTINE priėmė kvietimą dalyvauti pirkime Nr. 258600:1	System message	25/04/2017 15:40

Click **New message (2)**

How to request additional information from contracting authority?

Message

Instructions

'To' is equivalent to bcc as function, meaning that none of the recipients will see other recipients names.

'Send notification about message to recipients' means that you choose that, irrespective of their message settings, the participant/s will receive an e-mail notifying them of the message.

New message

Reference: rft # 258600 : 1 Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams

To... Perkančioji organizacija (tik e-pirkimų testavimui);

Subject:

Send notification about message to recipient(s).

B *I* U   Font Sizes ▼

3

p

5

4

Send Save Attach files... Cancel

- 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 documents](#)

My response

Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams

Qualification questions

1 of 1 question(s) answered

[Assign sections...](#)

[Answer questions...](#)

My documents

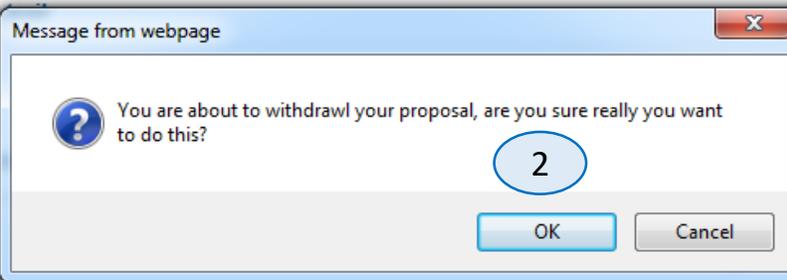
1 document(s) attached

[Attach documents...](#)

My documents

1 of 1 required document(s) attached

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



Percent complete

100%

Totals



Quotation submitted: 12/05/2017 09:31

[View/Print response form](#)

[Withdraw quotation](#)

[Submit quotation](#)

Step 1 - click
Withdraw quotation

Step 2 – click **OK**

1

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 (néra)**
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

Key **User name**
user_name 2

Password
..... 3

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

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?

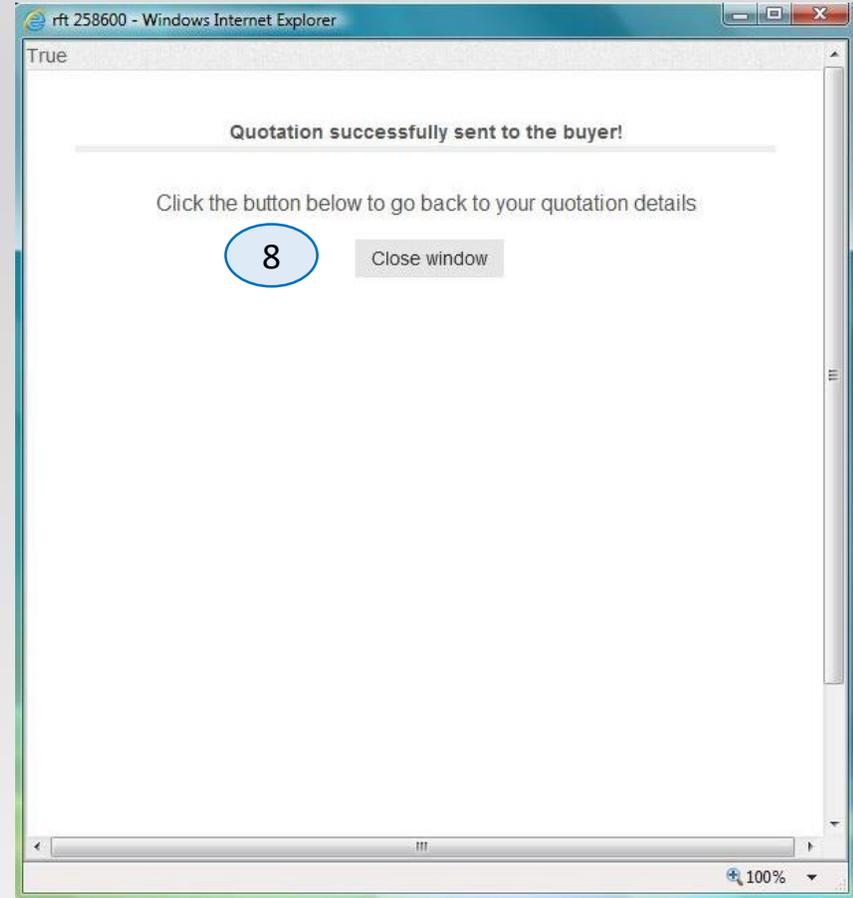
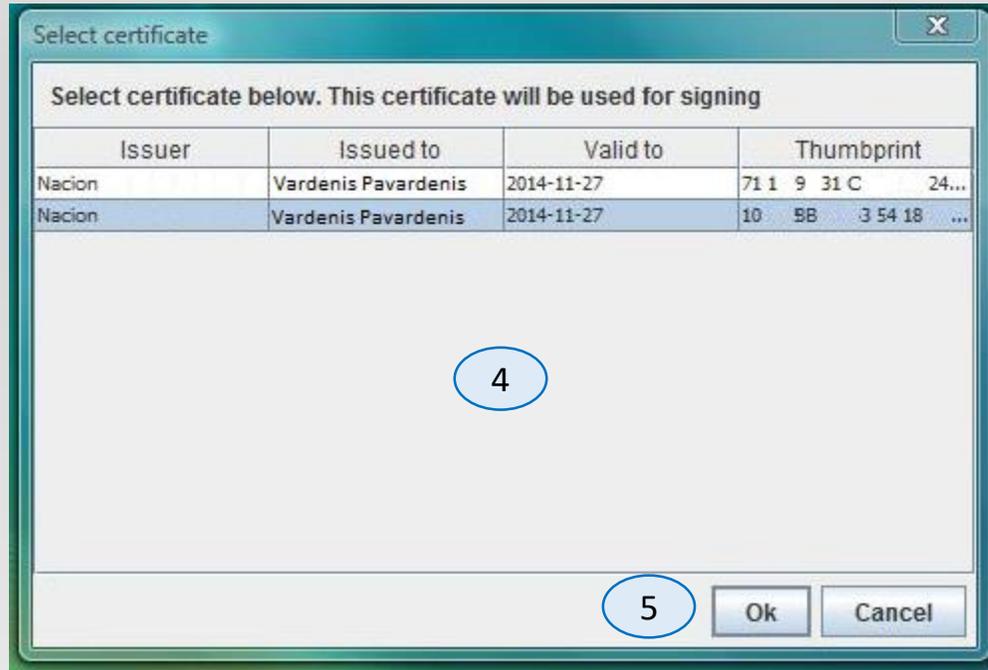
Step 4 – select certificate

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

Dates

(EET)

Quotation Deadline

22/12/2017 12:00

 [View rft](#)  [View invitation letter](#)  [View documents](#)  [Assign user rights](#)

My response

Progress

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

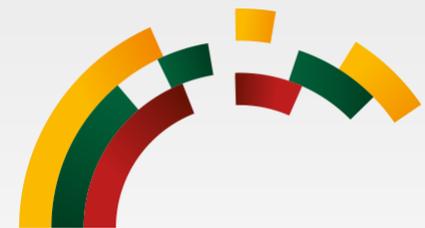
 Quotation submitted: 12/05/2017 09:31

[View/Print response form](#)

[Withdraw quotation](#)

[Submit quotation](#)

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



V I E Š Ū J Ū
P I R K I M Ū
T A R N Y B Ā