

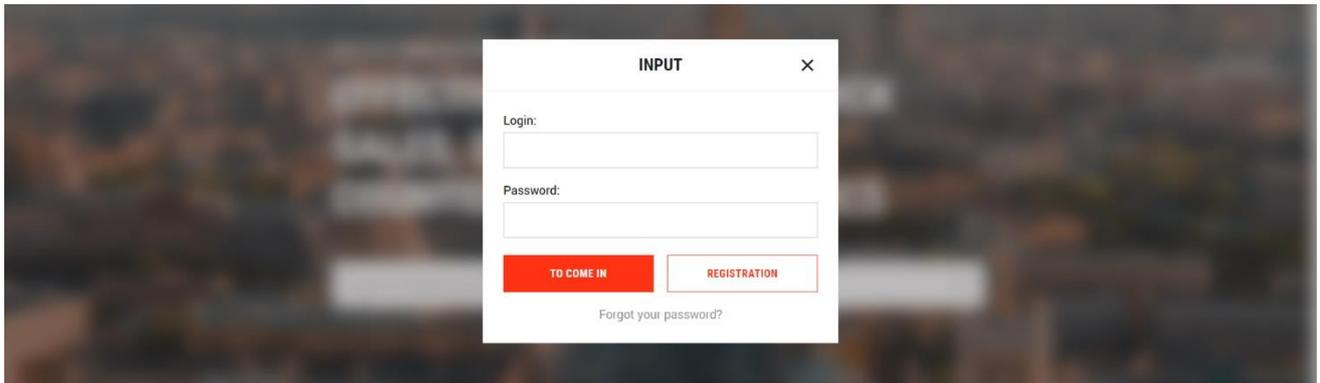
# Participation in the tender

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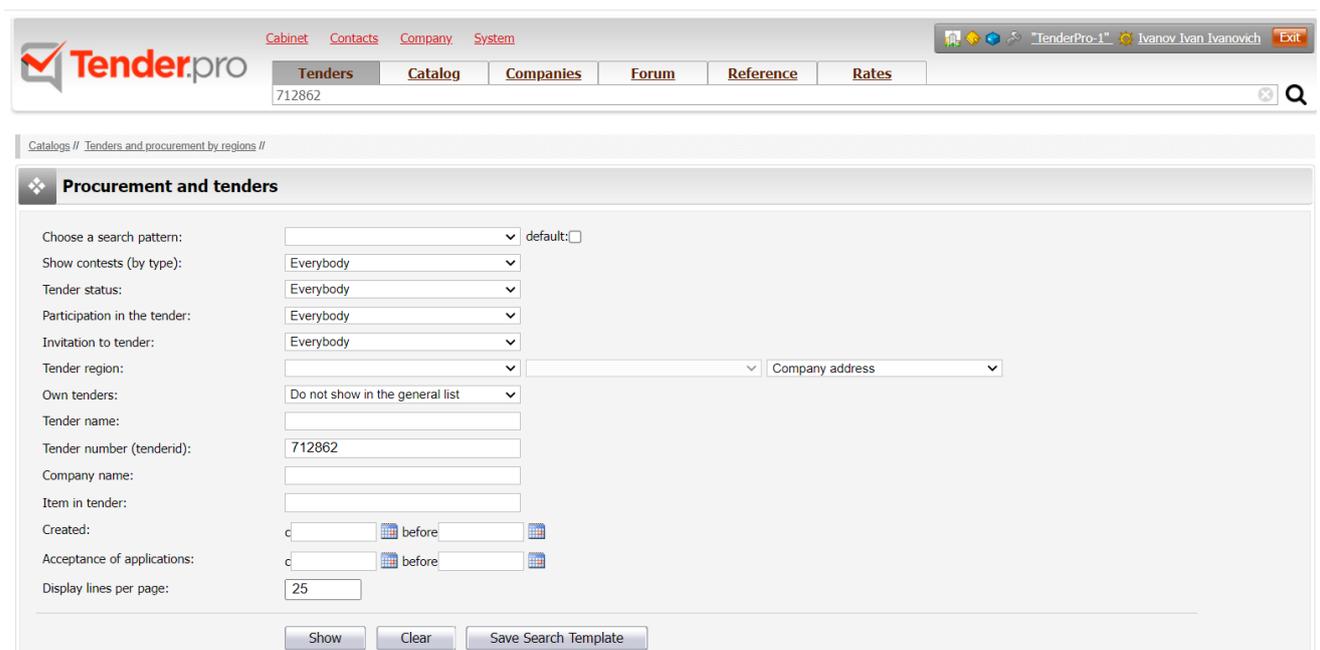
## 1. Search for a tender

Log in to the system: on the main page of the system in the authorization form, specify the login, password → Login:

A screenshot of a login form titled "INPUT" with a close button (X) in the top right corner. The form contains two input fields: "Login:" and "Password:". Below the fields are two buttons: "TO COME IN" (highlighted in red) and "REGISTRATION" (outlined in red). At the bottom, there is a link that says "Forgot your password?".

To search for tenders, go to Main Menu → Tenders. A page with a list of competitions and a filter form will be displayed. Fill in the filter → Show.

From the search bar, the contest can be found by id. Enter the tender id in the search box or in the field "Tender number (tenderid)" → Show:

A screenshot of the Tender.pro website interface. The top navigation bar includes "Cabinet", "Contacts", "Company", and "System". The main menu has tabs for "Tenders", "Catalog", "Companies", "Forum", "Reference", and "Rates". The "Tenders" tab is active, showing a search bar with the value "712862". Below the navigation is a breadcrumb trail: "Catalogs // Tenders and procurement by regions //". The main content area is titled "Procurement and tenders" and contains a search filter form. The form includes various dropdown menus and input fields: "Choose a search pattern:" (default:), "Show contests (by type):" (Everybody), "Tender status:" (Everybody), "Participation in the tender:" (Everybody), "Invitation to tender:" (Everybody), "Tender region:" (dropdown), "Own tenders:" (Do not show in the general list), "Tender name:" (input), "Tender number (tenderid):" (712862), "Company name:" (input), "Item in tender:" (input), "Created:" (calendar icon, input, before, calendar icon), "Acceptance of applications:" (calendar icon, input, before, calendar icon), and "Display lines per page:" (25). At the bottom of the form are buttons for "Show", "Clear", and "Save Search Template".

## 2. Tender conditions

Carefully read the terms of the tender (tab "General Information"). Your proposal must meet: the requirements of the tender organizer. Tender organizers may not accept a proposal that does not meet the stated conditions.

Supply of goods - 2023 (id712862) [How to take part in the procedure](#)  
 Status: Purchase procedure is open.  
 Company: Jenkins - 2; Creation date: December 30, 2022

general information | Delivery conditions | **Participant Questionnaire** | Documents(0) | Goods | FAQ | Other

Type of procedure: open tender for the purchase  
 Manager: Information is available only on [paid plans](#). [Bill](#)

Accepting applications until: January 10, 2023 20:00 MSK  
 Delivery to: March 31, 2023  
 Special terms of delivery: .....  
 Currency: RUB

Restriction of participation by overall rating: No  
 Editing commodity items : Yes  
 Restriction of participation by individual rating: No  
 Only complete proposals are accepted: No  
 You can choose 2 or more winners: Yes  
 Participants see each other: No  
 Offers without VAT only: No  
 Suppliers see their offer rating : Yes  
 Calculation algorithm: Standard  
 Suppliers will see the best price in tenders: No  
 The participant sees the best rates at the end of the auction : No  
 Supply limit max. price : No

Delivery basis: Desirable - DAP Delivery to the destination (Russia, Moscow, Moscow, Sovetskaya, 2, 3)  
 A comment: Required payment terms - no.  
 There are no special requirements for the quality of the goods.  
 There are no special requirements for the provision of documents.  
 Certificate of conformity, quality passport - required.  
 Requirements for the form of the contract - in the form of the buyer.  
 This request for proposals is not an auction or a public competition within the meaning of Art. 447-449,1057-1061 of the Civil Code of the Russian Federation. All actions until the moment of signing the contract with the winner of the competition are considered pre-contractual work and do not impose obligations on the organizer that exceed those listed in the conditions of the competition.

[Check counterparty](#)

[print](#)

You can print the conditions of the competition, for this go to the tab "General information" → print (at the bottom of the page).  
 On the generated print page, click print" (top left):

[print](#)

Competition name: Supply of goods - 2023 (id712862)  
 Type of tender: open tender for the purchase  
 Contest Organizer: Jenkins-2

---

general information

Created: December 30, 2022  
 Date of transfer for approval: January 10, 2023 20:00 MSK  
 Delivery to: March 31, 2023  
 Competition currency: RUB  
 Only complete proposals are accepted: No  
 You can choose 2 or more winners: Yes  
 Participants see each other: No  
 Delivery basis: Desirable - DAP Delivery to the destination Russia, Moscow, Moscow, Sovetskaya, 2, 3  
 A comment: Required payment terms - no.  
 There are no special requirements for the quality of the goods.  
 There are no special requirements for the provision of documents.  
 Certificate of conformity, quality passport - required.  
 Requirements for the form of the contract - in the form of the buyer.  
 This request for proposals is not an auction or a public competition within the meaning of Art. 447-449,1057-1061 of the Civil Code of the Russian Federation. All actions until the moment of signing the contract with the winner of the competition are considered pre-contractual work and do not impose obligations on the organizer that exceed those listed in the conditions of the competition.

I approve participation in the competition with the given parameters  
 \_\_\_\_\_  
 Head's signature (signature transcript)  
 M.P.

If there is no connected printer, you can print to a file, the system will save the generated document as a pdf file. Select «Save as PDF» → Print:

The screenshot displays the Tender.pro interface. On the left, a document titled "Supply of goods - 2023 (id712862)" is shown. The document includes the Tender.pro logo, competition name, type of tender (open tender for the purchase), and contest organizer (Jenkins-2). A "general information" section contains details such as creation date (December 30, 2022), approval date (January 10, 2023), delivery date (March 31, 2023), competition currency (RUB), and delivery basis (Desirable - DAP Delivery to the destination Russia, Moscow, Sovetskaya, 2, 3). A comment section lists requirements for payment terms, special requirements, certificates of conformity, and contract form. At the bottom, there is an approval section for the head of the organization and contact information for Tender Pro.

On the right, a print menu is open, showing options for destination (HP LaserJet MFP M12, HP LaserJet MFP M129-M134), pages, copies (1), and layout (Portrait). The "Save as PDF" option is highlighted. A "Print" button is visible at the bottom right of the menu.

### 3. Required information

If the organizer has set a requirement to fill in certain information, then this tab displays a red triangle with an exclamation point.

The screenshot shows the navigation bar for the "Supply of goods - 2023 (id712862)" competition. The status is "Purchase procedure is open" and the creation date is "December 30, 2022". The navigation tabs are: "general information", "Delivery conditions", "Participant Questionnaire" (with a red exclamation mark), "Documents(0)", "Goods", "FAQ", and "Other". A link "How to take part in the procedure" is visible in the top right corner.

This sign can be on the tabs "Supplier Questionnaire", "Terms of Delivery", "Goods". On the "Products" tab, the sign will appear after filling in the previous tabs. The sequence of filling in the tabs:

- 1) Terms of delivery.
- 2) Questionnaire of the supplier.
- 3) Documents.
- 4) Goods.

**Important!** Until all the tabs with red exclamation marks are filled in, it is impossible to submit a product offer for the competition.

### 4. Terms of delivery

Click on the "Terms of Delivery" tab → fill in all the required fields for this tender.

Specify the cost of shipping the goods or check the box "Included in the cost of the goods", if this option is selected.

In the "Extended comment" box, leave a comment on the entire delivery, including comments on headings. The information stored in this cell will be included in the competitive tender list along with your quotation.

Click Save:

Supply of goods - 2023 (id712862) [How to take part in the procedure](#)  
Status: Purchase procedure is open.  
Company: Jenkins - 2, Creation date: December 30, 2022

general information | **Delivery conditions** | Participant Questionnaire | Documents(0) | Goods | FAQ | Other

VAT rate: 20.00%

Delivery basis: DAP Delivery to destination

\* Indicate the cost of transportation:  
 without VAT  VAT included  
0.00 RUB  
 Included in the cost of goods

Transport method: Motor transport

Container: Competition manager choice: Doesn't matter  
Your choice: Irrelevant

Extended comment: Contract according to the seller's form

Offer validity period: 31.03.2023

Save

Fields marked with \*\*\* are required

Please note: with delivery bases

- Strictly - EXW Ex works factory (pickup by the organizer)
- Strictly - DDP Delivery with payment of duty It is not necessary to fill in the "Terms of Delivery" tabs when participating.

With such delivery bases, there is no red triangle on the "Delivery conditions" tab, indicating that the tab must be filled in:

Supply of goods - 2023 (id712862) [How to take part in the procedure](#)  
Status: Purchase procedure is open.  
Company: Jenkins - 2, Creation date: December 30, 2022

general information | **Delivery conditions** | Participant Questionnaire | Documents(0) | Goods | FAQ | Other

As a result, the system will accept the offer, even if the terms of delivery were not filled in by the participant.

## 5. Application form (the tab does not have to be in the competition)

If the competition requires filling out the Questionnaire, fill in all the fields on the "Participant Questionnaire" tab. Select values from the drop-down lists or specify your conditions manually → Save the profile (at the bottom of the page):

Supply of goods - 2023 (id712862) [How to take part in the procedure](#)  
Status: Purchase procedure is open.  
Company: Jenkins - 2, Creation date: December 30, 2022

general information | **Delivery conditions** | **Participant Questionnaire** | Documents(0) | Goods | FAQ | Other

Information about the status of the participant: Manufacturer

Organizer Requirements

Specify offer currency: USD

Save the profile

## 6. Documents

The participant can attach files to the competition (offer, estimates, permits, certificates, etc.).

Go to the competition tab Documents → Add new file:

Supply of goods - 2023 (id712862) [How to take part in the procedure](#)  
Status: Purchase procedure is open.  
Company: Jenkins - 2 Creation date: December 30, 2022

general information Delivery conditions Participant Questionnaire Documents(0) Goods FAQ Other

Files:  
Your files to offer  
Files:  
[Add new file](#) ; [Add file from favorite files](#) ;

**Important!** If you enable the Require participant to attach files to the competition option in the competition settings, the system will not allow the participant to submit an offer if at least one file is not attached on the "Documents" tab.

## 7. Tender offer (Products tab)

Go to the "Products" tab.

Specify the cost of positions in the column "Offer for 1 unit. rev.» (with or without VAT). The cost of the position is indicated per unit of measure (if the cost is in decimal places, use a dot "." instead of a comma ",").

The VAT rate is indicated by default in the upper right corner. If you work without VAT, change the rate to 00.00.

Click "Save offer" in the lower right corner of the competition page:

general information Delivery conditions Participant Questionnaire Documents(0) Goods FAQ Other

Date and time of transfer to the approval mode: January 10, 2023, 20:00 MSK  
Expand the list of participants

VAT rate: 20.00 %

#	Name	Qty	Unit.	Offer ( RUB ) for 1 unit rev. <input type="radio"/> without VAT <input checked="" type="radio"/> VAT included	Rating	
<b>Main group of goods</b>						
1	<a href="#">Position 4</a>	1	PC	<input type="text" value="1000.0000"/>	1	<input type="checkbox"/>
2	<a href="#">Position 5</a>	1	PC	<input type="text" value="2000.0000"/>	1	<input type="checkbox"/>

All prices from the price list

Offer amount (including VAT): 3000 RUB

[How to load an offer from a file](#)

Participation in the procedure is available only on [paid tariffs](#). [Bill](#)

If there are a large number of positions in the competition, you can [submit an offer in a list](#) , [instructions for use](#)

If the save was successful, the system displays the message "Offer accepted":

Offer accepted for 2 positions

See also: [Stages of the tender in the Tender.Pro system](#)

Check the correctness of the VAT of your offer!

Competition: Supply of Goods - 2023 (id712862)  
Company that created the competition: Jenkins-2  
Date of creation of the competition: December 30, 2022  
Company that submitted the offer: TenderPro-1  
Date of submission of the offer: January 10, 2023  
This offer has been sent by E-mail :

Please check [the submitted offer](#) carefully . Until the end of the date of transferring the competition for approval (January 10, 2023 - the last day for accepting applications for the competition), you can make changes to it by going to the [page of this competition](#) under your password.

For all questions, please contact the customer service department:

Client@tender.pro, tel./fax. +7 (495) 215-14-38

[Back to work with an open tender for the purchase](#) [View offer](#)

You can:

- click the "View offer" button to check the saved offer;
- or "Return to work with the tender" to make changes.

After a successful save, a "view offer" hyperlink appears on the Products tab with the save date. By following it, you can check your offer:

Supply of goods - 2023 (id712862)  
Status: Purchase procedure is open.  
Company: Jenkins - 2 - Creation date: December 30, 2022  
Competition proposal: [View offer](#) (filed January 10, 2023)  
general information | Delivery conditions |  Participant Questionnaire | Documents(0) |  Goods | FAQ | Other

After submitting an offer, participants can automatically generate a commercial offer file in the competition, after uploading a scanned copy of the company's seal and signature to the "Selected Files" once.

## 7.1. Competition with a fixed VAT rate

If the organizer has fixed a certain VAT rate, then all participants see this setting on the General information tab of the competition:

general information | Delivery conditions | Documents(2) | Goods | FAQ | Other

Type of procedure: open tender for the purchase  
Manager: Information is available only on [paid plans](#). [Bill](#)  
Accepting applications until: January 31, 2023 13:20 MSK  
Delivery to: February 28, 2023  
Special terms of delivery: According to doc.....  
Currency: RUB  
For logistics services : Not  
Restriction of participation by overall rating: Not  
Editing commodity items : Yes  
Restriction of participation by individual rating: Not  
Only complete proposals are accepted: Not  
You can choose 2 or more winners: Yes  
Participants see each other: Not  
Rebid step : without rebidding   
Possibility to submit an alternative offer: Not  
Offers without VAT only: Not  
Fix VAT in the procedure (%): 10

[Check counterparty](#)

Активация Windows

Offers are submitted only with the specified VAT rate. Participants cannot change the VAT field:



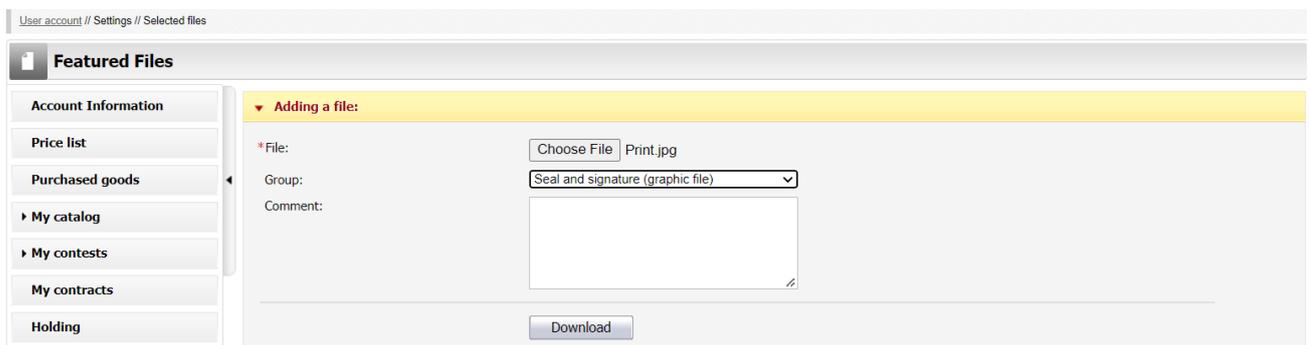
## 8. Automatic loading of CP in the competition

After submitting a price offer, participants can automatically generate a commercial offer (CO) in the competition.

### 8.1. Loading the seal-signature

Upload a scanned copy of your company seal and signature:

- Accepted formats are png or jpg.
- The file name is not important.
- Compress the image to 200 x 150 px, i.e. The aspect ratio should be 4:3.
- Go to Personal Account → left vertical menu → Settings → Favorite files.
- Click "Add file" → "Browse" → select the desired file on your computer → in the "Group" field, select the group for the added file "Print and signature (graphic file)" → Download:



- If you uploaded a print-signature file NOT to the "Print and Signature (graphic file)" group in the selected files, then the system will not allow you to automatically generate a CP in the contest (there will be no "Download CP" link, and the system will redirect you to Help).

### 8.2. Logo upload

Uploading a logo is optional, but if a logo is uploaded, it will appear in the CP. Uploading a logo is done in the same way as uploading stamp and signature files, but:

- Compress the logo image to 100 x 75 px.
- In the "Group" field, select the "Logo (graphic file)" group for the file to be added from the drop-down list.

After uploading frequently used files to the system, they will appear in the Favorite Files section:

### 8.3. Formation of the CP

After saving the price offer in the competition, the "Download quotation" hyperlink will appear on the "Documents" tab:

Supply of goods - 2023 (id712862)  
Status: Purchase procedure is open.  
Company: Jenkins - 2 ; Creation date: December 30, 2022

Competition proposal: **View offer** (filed January 10, 2023)

general information | Delivery conditions | Participant Questionnaire | **Documents(0)** | Goods | FAQ | Other

Files:  
Your files to offer  
Files:  
[Add new file](#) ; [Add file from favorite files](#) ; [Download KP](#) ;

When you click "Download quotation", the system will automatically generate a quotation in pdf format with a header, price offer, seal-signature. The CP file is saved on the "Documents" tab of the competition:

Supply of goods - 2023 (id712862)  
Status: Purchase procedure is open.  
Company: Jenkins - 2 ; Creation date: December 30, 2022

Competition proposal: **View offer** (filed January 10, 2023)

general information | Delivery conditions | Participant Questionnaire | **Documents(0)** | Goods | FAQ | Other

Files:  
Your files to offer  
Files:  
[Add new file](#) ; [Add file from favorite files](#) ;

File	Comment	Date modified	The size	Type		
Filter:		<input type="text"/>				
<b>Commercial offer</b>						
kp202301101519_p270_f342_t712862.pdf	kp202301101519_p270_f342_t712862.pdf	10.01.2023 15:19	33.17K	Image		

The link "Download the RFP" appears only if there is a price offer in the competition and a graphic file of the seal-signature in the "Selected Files". If the participant does not have a signature-seal uploaded to the "Selected Files", then the "Documents" tab of the competition displays the hint "To form a commercial offer based on the submitted proposal, first upload the necessary graphic files to the Selected Files":

Purchase of goods-2023 (id277227)  
Status: Purchase procedure is open.  
Company: Jenkins - 1' . . . ; Creation date: December 30, 2022

Competition proposal: **View offer** (filed January 10, 2023)

general information | Delivery conditions | Participant Questionnaire | **Documents(0)** | Goods | Goods | FAQ | Other

Files:  
Your files to offer  
Files:  
[Add new file](#) ; [Add file from favorite files](#) ;

To form a commercial offer based on the submitted offer, first upload the necessary graphic files to the Selected Files.  
Help: [How to automatically download a commercial offer](#) .

When deleting / changing a price offer, the quotation is also deleted by default.

### 8.4. Deleting a checkpoint

To delete the generated CP, on the "Documents" tab of the competition, click on the "red cross" icon opposite the CP file.

If there is a setting in the competition: "Extension of acceptance of documentation from participants: XX days. after the termination of acceptance of proposals", then the CP can be formed within this period.

If there is no such setting in the competition, then the possibility of forming a quotation disappears with the transition of the competition to approval.

It is impossible to delete the CP after the transition of the tender for approval.

## 9. Deleting an offer

### 9.1. Deleting an entire offer

If you decide to refuse to participate in the tender, click the "Delete offer for the tender" button in the lower left corner of the page (under the table of the tender offer, the "Goods" tab). Deletion of the tender offer is possible only in the "open" stage of the tender.

The screenshot shows a web interface for managing tender offers. At the top, there are tabs: "general information", "Delivery conditions", "Participant Questionnaire", "Documents(0)", "Goods", "FAQ", and "Other". The "Goods" tab is selected. Below the tabs, it says "Date and time of transfer to the approval mode: January 10, 2023, 20:00 MSK". There is a link "Expand the list of participants" and a "VAT rate: 20.00 %" field. A table lists goods with columns: "#", "Name", "Qty", "Unit.", "Offer ( RUB ) for 1 unit rev.", "Rating", and a red "X" icon. The table has two rows: "1 Position 4" with a price of 1000.0000 and "2 Position 5" with a price of 2000.0000. Below the table is a button "All prices from the price list" and a summary "Offer amount (including VAT): 3000 RUB". At the bottom, there is a note "Participation in the procedure is available only on paid tariffs. Bill" and a button "Delete an offer for an open tender for purchase".

#	Name	Qty	Unit.	Offer ( RUB ) for 1 unit rev.	Rating	
1	Position 4	1	PC	1000.0000	1	<input type="checkbox"/>
2	Position 5	1	PC	2000.0000	1	<input type="checkbox"/>

### 9.2. Deleting an offer for a part of positions

In tenders, it is possible to remove the bid not entirely, but for individual positions.

To do this, on the "Products" tab of the contest, go to the "Delete" column (with a red cross) → tick the positions for which you want to remove bids → "Delete offer for selected positions" (button at the bottom left):

general information | Delivery conditions | Participant Questionnaire | Documents(0) | **Goods** | FAQ | Other

Date and time of transfer to the approval mode: January 10, 2023, 20:00 MSK

Expand the list of participants

VAT rate: 20.00 %

#	Name	Qty	Unit.	Offer ( RUB ) for 1 unit rev.	Rating	
Main group of goods						
1	Position 4	1	PC	1000.0000	1	<input checked="" type="checkbox"/>
2	Position 5	1	PC	2000.0000	1	<input type="checkbox"/>

All prices from the price list

Offer amount (including VAT): 3000 RUB

[How to load an offer from a file](#)

Participation in the procedure is available only on [paid tariffs](#). [Bill](#)

Delete offers for selected items

The system will ask you to confirm the deletion for the marked positions → click «Continue»:

general information | Delivery conditions | Participant Questionnaire | Documents(0) | **Goods** | FAQ | Other

Date and time of transfer to the approval mode: January 10, 2023, 20:00 MSK

Expand the list of participants

VAT rate: 20.00 %

**Delete offers for marked positions?**

Cancel      Continue

#	Name	Qty	Unit.	Offer ( RUB ) for 1 unit rev.	Rating	
Main group of goods						
1	Position 4	1	PC	1000.0000	1	<input checked="" type="checkbox"/>
2	Position 5	1	PC	2000.0000	1	<input type="checkbox"/>

After deleting the offer, the system will report successful deletion for X positions.

If the "Only full bids are accepted" setting is enabled in the tender, then it is not possible to withdraw a bid for some positions - there is no "Delete" column in the "Products" tab.

If no position is selected for deletion, then the "Delete offer for selected positions" button is not active.

The checkbox for deletion is only opposite those positions for which bids have been submitted.

## 10. Email confirmations

Each time after pressing the "Save" button when generating a tender offer, an e-mail notification is automatically sent to the participant with the subject "Offer "company name" for the tender "tender name".

This allows you to additionally check the created proposal, in order to avoid errors and inaccuracies.

## 11. State of the personal account

Participation in tenders is possible only for users who have paid for work in the system. You can check the status of your company's personal account along the path: User account → left vertical menu → Balance and payment.