Tenders, applications and design contest projects

In this document you will learn how to submit a tender, application or design contest project on e-Procurement Platform.

How to use the manual

 If there is a "paw" icon cursor on the page in the PDF file, it means that the item is clickable.

When you click on it, you will automatically be taken to that point in the document.

Index

To download templates of forms (tender form, application to participate in a procurement procedure or design contest project) and other procurement procedure documents, go to the procedure details.

Then in the "Notices and procurement procedure documents created In system" section or in the "Notices   and design contest project documents" section (in case of a contest), click the "Generate preview" button available in the "Tender form" or " design contest project form " frame (in case of a contest).

Ogłoszenia i dokumenty postępowania utworzone w systemie

Formularz ofertowy

(Data udostępnienia aktualnej wersji: 6 czerwca 2023, godz 14:50)

Wypełnij   Wygeneruj podgląd

Pozostałe dokumenty postępowania

Przykład - Link
www.ezamowienia.gov.pl
(Data udostępnienia: 6 czerwca 2023, godz 14:55)

Przykład - Plik
Test.txt
(Data udostępnienia: 6 czerwca 2023, godz 14:55)

Pozostałe ogłoszenia dołączone do postępowania

Download tender form

After indicating which version of the form you want to download, the system will allow you to save the form on local user resources.

To download the remaining procedure documents, click the "Download form" button.

Wskaż wersje formularza, którą chcesz pobrać

Wersja 2 - Oferta (aktualna 06.06.2023 14:50:46)

Wersja 1 - Oferta (archiwalna 06.06.2023 14:48:58)

Pobierz formularz
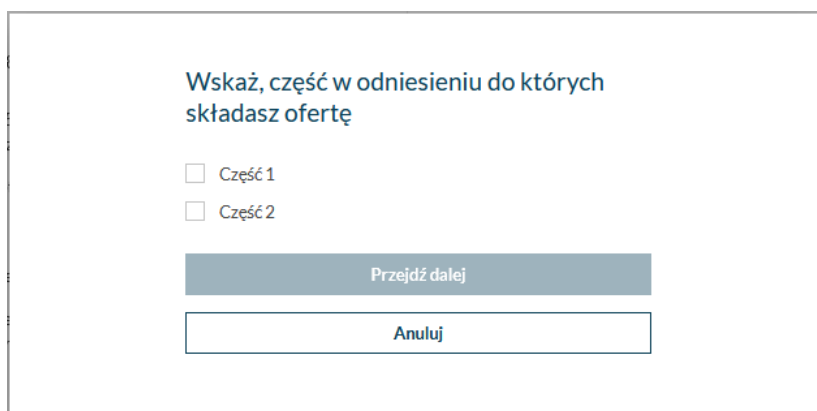
Anuluj

Indication of form version

Filling out the tender form

To fill out a tender form, go to the procedure details and select the "Fill out" button in the "Notices and procedure documents created in system" / "Tender form" section.

Then, fill in data on subsequent screens.

The functionality of filling out a form is available only for user who are Economic Operators with the "Preparation of tenders/applications/design contest projects" „Przygotowanie ofert/ wniosków/ prac konkursowych" role.

In step 1, indicate which part of the procedure is being tendered (screen available only for multi-part procedures).
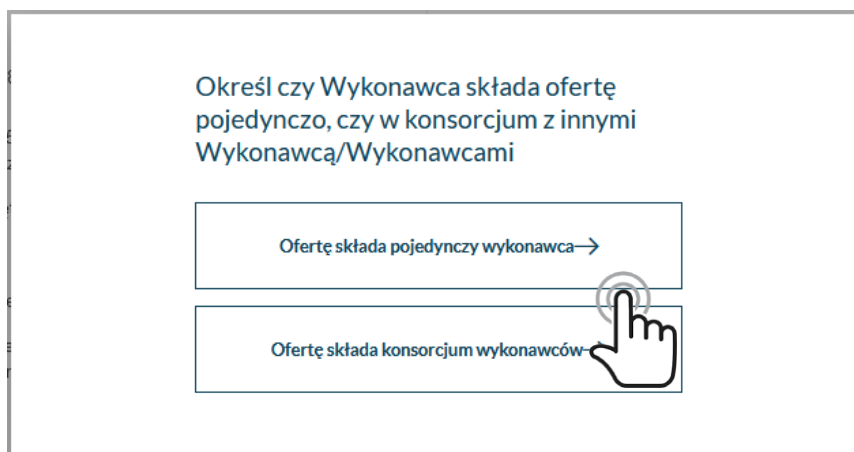

Filling out a tender form - step 1

In step 2, indicate whether a single Economic Operator will submit a tender or consortium with other economic operators.

Filling out a tender form - step 2

Filling out the tender form

In step 3, fill in data for the Economic Operator (or several if a consortium is submitting a tender). The system automatically prompts the data for logged-in user's entity entered in the Identity Module (during the registration process or by editing the entity's data). Verify them and complete form with data regarding status of the Economic Operator, e-mail address and phone number. If consortium is submitting a tender, fill in for the next Economic Operator (or several ones)."

Filling out a tender form - step 3

Filling out the tender form

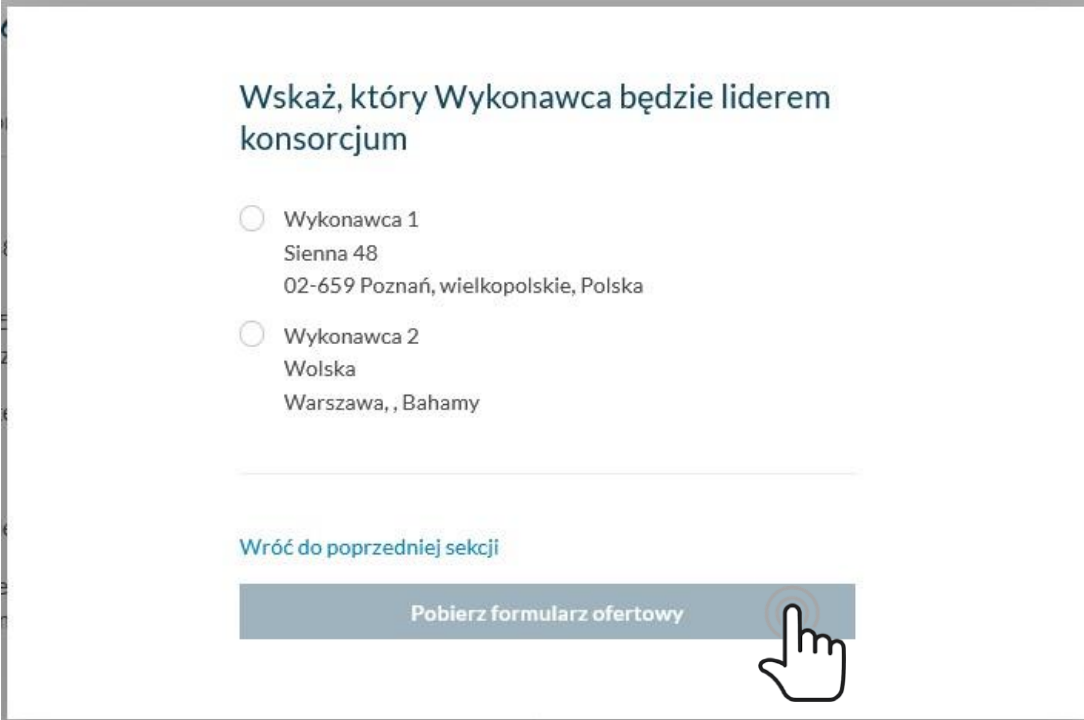In step 4, indicate consortium leader (screen available If it was indicated that consortium will submit a tender).

Filling out a tender form - step 4

To fill out the application form to participate in the procurement procedure, go to the procedure details and select the "Fill out" ("Wypełnij") button in the "Notices and procurement procedure documents created in system" / "Application form to participate in the procurement procedure" ("Ogłoszenia i dokumenty postępowania utworzone w systemie" / "Formularz wniosku o dopuszczenie do udziału w postępowaniu") section.

Then complete data on subsequent screens.

The functionality of filling out a form is available only for users of the Economic Operator with the "Preparation of tenders/applications/design contest projects" ("Przygotowanie ofert/ wniosków/ prac konkursowych") role.

In step 1, specify whether the Economic Operator will submit the application alone or as part of a consortium.

Filling out a tender form - step 1

Filling out the application form

In step 2, provide the details of the Economic Operator, including any consortium members if applicable. The system will prompt for the details of the logged-in user.

Filling out a tender form - step 2

In step 3, specify the consortium leader (screen available only if it has been confirmed that the consortium will be submitting the application).

Wskaż, który Wykonawca będzie liderem konsorcjum

○ Jan Kowalski
Miodowa 10
08-100 Siedlce, mazowieckie, Polska
test@pentacomp.pl
123456789

○ Jan Nowak
Miodowa 10
08-100 Siedlce, , Polska
test@.pl
123456789

Wróć do poprzedniej sekcji

Pobierz formularz wniosku o dopuszczenie do udziału w postępowaniu

Filling out a tender form - step 3

Filling out the design contest project form

To fill out the design contest project form, go to the procedure details and select the "Fill out" ("Wypełnij") button in the section "Notices and design contest project documents created in the system" / "Design contest project form" ("Ogłoszenia i dokumenty konkursu utworzone w systemie" / "Formularz pracy konkursowej").

Then complete data on subsequent screens.

The functionality of filling out a form is available only for users of the Economic Operator with the "Preparation of tenders/applications/design contest projects" ("Przygotowanie ofert/ wniosków/ prac konkursowych") role.

In step 1, specify whether the Economic Operator will submit the application alone or as part of a consortium.

Okreśł czy Autor składa pracę konkursową pojedynczo, czy w konsorcjum z innymi Autorem/Autorami

Pracę konkursową do udziału w konkursie składa pojedynczy autor →

Pracę konkursową do udziału w konkursie składa konsorcjum autorów →

Filling out a design contest project form - step 1

Filling out the design contest project form

In step 2, provide the details of the Economic Operator, including any consortium members if applicable. The system will prompt for the details of the logged-in user.

Filling out a design contest project form – step 2

Filling out the design contest project form

In step 3, specify the consortium leader (screen available only if it has been confirmed that the consortium will be submitting the application).

Wskaż, który autor będzie liderem konsorcjum

◉ Artur Wykonawca
Bajeczna 23B
12-323 Laskowo, wielkopolskie, Polska

○ Jan Nowak
Miodowa
21-560 Bobrówka, wielkopolskie, Polska

Wróć do poprzedniej sekcji

Pobierz formularz

Filling out a design contest project form - step 3

The European Single Procurement Document (ESPD)

The European Single Procurement Document published by the Contracting Body is available to the Economic Operator from the preview of the selected procedure/contest.

To launch the ESPD form in edit mode, the user should select the "Fill out" ("Wypełnij") option in the "Notices and procurement procedure documents created in the system" / "European Single Procurement Document" („Ogłoszenia i dokumenty postępowania utworzone w systemie" / „Jednolity europejski dokument zamówienia".) section

Procedure preview

The Economic Operator has the possibility to download a draft version of the ESPD form in xml format. The file can be downloaded at any time while creating the ESPD form by selecting the "Download Draft File" option ("Pobierz plik roboczy").

The Economic Operator can download the European Single Procurement Document in PDF format. The necessary condition for generating a file is to correctly fill out the form.
In case of errors detection, system displays a message containing all irregularities detected in the form.

Once the form is correctly filled, the Economic Operator can download it in two ways: by using the "Download ESPD" ("Pobierz JEDZ") button or by selecting "Download ESPD and Draft File" ("Pobierz JEDZ i plik roboczy") from the menu (as shown below).

Depending on the browser and browser settings, the file may be downloaded automatically and saved on disk immediately or an additional window my appear with options to select "Open with" ("Otwórz za pomocą") or "Save file" ("Zapisz plik").

download the ESPD file

Download and filling out a form

After completing the data on all screens, a "Download form" („Pobierz formularz") button is available, pressing which allows you to download to local resources a document that is a form (tender form, application for admission to a procedure or competition form) pre-filled with the data provided on the previous screens and the data entered by the Contracting Body when preparing a form for a given procedure.

After saving document, open it in tool that allows reading PDF files (e.g. Adobe Acrobat Reader), fill in with appropriate data on all pages and save.

The document can be edited multiple times.

The form should be digitally signed before submission. The document can be signed with a qualified signature, trusted profile or personal signature. The completed form shall be signed with an internal signature. Attachments can be signed with an external or internal signature. For zipped documents, an external signature should be used. Detailed information on how to sign with a qualified signature can be found in the Signing Instructions.

After signing, do not modify the file.

Do not change the name of the form file..

Submission of a tender

To submit a tender, go to the procedure details, select the "Tenders/applications" ("Oferty/wnioski") tab and click the "Submit tender" button ("Złóż ofertę").

Submitting tenders is available only for users who are Economic operators with the role "Submitting tenders/applications/contest projects" („Składanie ofert/wniosków/prac konkursowych").

Submitting applications is available only in procedures that are in the binding phase.

Informacje podstawowe	Formularze	Komunikacja	Oferty/wnioski

Etap postępowania 1 - Oferty
Termin składania: 15 maja 2021, godz 20:50
Termin otwarcia: 15 maja 2021, godz 20:50

Złóż ofertę / wniosek

Tender/application submitting

The submission form must be accompanied by a completed tender form in the section "Completed tender form" („Wypełniony formularz ofertowy") (marked in red in the figure below) and attachments and other documents in the section "Appendices and other documents submitted in the tender by the Economic operator" („Załączniki i inne dokumenty przedstawione w ofercie przez Wykonawcę") (marked in green in the figure below).

NOTE. The name of the tender form cannot be changed. Renaming the file name results in displaying an error message by the system.

Jesteś na: Strona główna > Wyślij pliki i złóż ofertę/wniosek > Wyślij pliki i złóż ofertę/wniosek

Moja oferta

Wróć do postępowania

Identyfikator postępowania   ocds-148610-6a7cc643-ae54-11eb-b5c7-428759dd1a51

Nazwa postępowania

Wypełniony formularz oferty : *

Przeciągnij i upuść plik tutaj lub kliknij aby dodać

Załączniki i inne dokumenty przedstawiane w ofercie przez Wykonawcę:

Przeciągnij i upuść plik tutaj lub kliknij aby dodać

Dokumenty stanowiące tajemnicę przedsiębiorstwa powinny być odpowiednio oznaczone i umieszczone w jednym odpowiednio nazwanym archiwum.

Wyślij pliki i złóż ofertę

Submission of a tender

Submission of a tender

Once the files have been uploaded, press the "Send files and submit a tender" ("Wyślij pliki i złóż ofertę") button and then confirm that you want to submit a tender.
At this point, the system begins the process of validating the submitted files, their automatic encryption, packaging and submitting on the platform.

It is essential to:

•   Submit the application before the submission deadline – an application submitted after the deadline will not be accepted. Documents should not be submitted at the last minute. The duration of uploading and processing documents depends on their quantity and size as well as the load on the Platform.

•   Submit the application on the appropriate form (the current application form for this procedure downloaded from the platform) - if the form is incorrect, the system will inform you about it when submitting the application.

•   The application form and the attachments should be signed digitally. The recommended signature variant for the application form is the internal signature. However, in case of signing the application with a different variant, i.e. with an external signature, the Platform will also accept such a form and process it correctly in terms of signature verification, provided that, in the case of this signing variant, a separate signature file is attached in the "*Attachments and other documents*" *(„Załączniki i inne dokumenty…")* *section* (marked in green in the drawing above).
Attachments may be signed with an external or internal signature. Packaged documents must be signed with an external signature. If the signature is missing, the system will inform you about it during submission of the documents, they will be accepted by the Platform despite lack of a signature.

The submission process may take an extended period of time, depending on the number and size of the documents to be submitted. Do not close the browser window during this process. The system shows the successive stages of documents processing.

Sending documents on the Platform

Submission of a tender

Once the process is complete, on the screen appears an information that the process of submitting the application documents has ended and confirmation documents can be downloaded.

If the process ended successfully, you can download the confirmation of acceptance and receipt of the document, i.e. Electronic Confirmation of Acceptance (EPP) and Electronic Confirmation of Receipt (EPO).

To download EPP and EPO documents, go to procedure details and select "Tenders/applications" („Oferty/wnioski") tab and click "Download EPP" („Pobierz EPP") or "Download EPO" („Pobierz EPO") button.

The system will display a window allowing documents to be downloaded to the user's local resources.

Download EPO/EPP

In order to submit an a application to participate in a procurement procedure, go to the details of the procedure and select the "Tenders/applications" (Oferty/wnioski") tab and click on the "Submit application" ("Złóż wniosek") button.

The submission of application is only available to users of economic operator with the role "Submitting tenders/applications/contest projects" ("Składanie ofert/wniosków/prac konkursowych").

Submission of applications is only available in proceedings that are in the application phase.

Etap postępowania 2 - Wnioski
Termin składania: 20 lipca 2021, godz 12:00
Termin otwarcia: 20 lipca 2021, godz 12:00

Złóż ofertę / wniosek

Make an offer / application

On the form for submitting applications, attach the completed application form to participate in a procurement procedure in the section "Completed application form (marked in red the drawing below) and attachments and other documents in the section "Attachments and other documents submitted in the offer by the economic operator" (marked in green in the drowing below).

NOTE: The name of the application form cannot be changed. Renaming the form file name results in an error message being displayed by the system.

Wypełniony formularz oferty : *

Przeciągnij i upuść plik tutaj lub kliknij aby dodać

Załączniki i inne dokumenty przedstawiane w ofercie przez Wykonawcę:

Przeciągnij i upuść plik tutaj lub kliknij aby dodać

Dokumenty stanowiące tajemnicę przedsiębiorstwa powinny być odpowiednio oznaczone i umieszczone w jednym odpowiednio nazwanym archiwum.

Documents upload

Once the files have been uploaded, press the "Send files and submit a tender" ("Wyślij pliki i złóż ofertę") button and then confirm that you want to submit a tender.

At this point, the system begins the process of validating the submitted files, their automatic encryption, packaging and submitting on the platform.

It is essential to:

- Submit the application before the submission deadline – an application submitted after the deadline will not be accepted. Documents should not be submitted at the last minute. The duration of uploading and processing documents depends on their quantity and size as well as the load on the Platform.

- Submit the application on the appropriate form (the current application form for this procedure downloaded from the platform) - if the form is incorrect, the system will inform you about it when submitting the application.

- The application form and the attachments should be signed digitally. The recommended signature variant for the application form is the internal signature. However, in case of signing the application with a different variant, i.e. with an external signature, the Platform will also accept such a form and process it correctly in terms of signature verification, provided that, in the case of this signing variant, a separate signature file is attached in the "Attachments and other documents" ("Załączniki i inne dokumenty…") section (marked in green in the drawing above).

Attachments may be signed with an external or internal signature. Packaged documents must be signed with an external signature. If the signature is missing, the system will inform you about it during submission of the documents, they will be accepted by the Platform despite lack of a signature.

The submission process may take an extended period of time, depending on the number and size of the documents to be submitted. Do not close the browser window during this process. The system shows the successive stages of documents processing.

Nie zamykaj tego okna

Przesyłamy Twoją automatycznie zaszyfrowaną ofertę do naszego sejfu
Kompresja plików oferty...
Sprawdzanie czy plik ocds-148610-742b7a51-ea33-11eb-a4c9-8e428a64a2d1_Proposal_1(1)-signed-pades-baseline-b.pdf jest podpisany...
Sprawdzanie czy plik ocds-148610-742b7a51-ea33-11eb-a4c9-8e428a64a2d1_Offer_1(1)-signed-pades-baseline-b.pdf jest podpisany...
Szyfrowanie pliku oferty...
Plik oferty gotowy do wysłania.
Wysyłanie pliku oferty na Platformę...
Naciśnij ok i pobierz potwierdzenie złożenia oferty (EPO)

Sending documents on the Platform

Once the process is complete, on the screen appears an information that the process of submitting the application documents has ended and confirmation documents can be downloaded.

If the process ended successfully, you can download the confirmation of acceptance and receipt of the document, i.e. Electronic Confirmation of Acceptance (EPP) and Electronic Confirmation of Receipt (EPO).

To download EPP and EPO documents, go to procedure details and select "Tenders/applications" („Oferty/wnioski") tab and click "Download EPP" („Pobierz EPP") or "Download EPO" („Pobierz EPO") button.
The system will display a window allowing documents to be downloaded to the user's local resources.

Informacje podstawowe	Formularze	Komunikacja	Oferty/wnioski

Etap postępowania 1 - Wnioski
Termin składania: 16 grudnia 2022, godz 12:00
Termin otwarcia: 16 grudnia 2022, godz 12:00

Identyfikator oferty: ocds-148610-2b558fb3-7c87-11ed-aef6-169989be946d:49:01:01 Status: Przesłano

Pobierz EPP	Pobierz EPO	Wycofaj wniosek
Pokaż EPP	Pokaż EPO	

Download EPP, EPO

In order to submit a design contest document (application, contest project, study report) go to the details of the procedure, select the "Contest projects" ("Prace konkursowe") bookmark and click on the "Submit an application/contest project/study report" („Złóż wniosek/pracę konkursową/opracowanie studialne") button.

The submission of design contest documents is only available to users of economic operator with the role "Submitting of tenders/applications/contest projects" („Składanie ofert / wniosków / prac konkursowych").

Submission of design contest documents is only available in proceedings that are in submitting applications / contest projects, study reports phase.

Informacje podstawowe	Formularze	Komunikacja	Praca konkursowa

Nie posiadasz złożonych wniosków

Złóż wniosek

Make an offer / application

On the form for submitting a design contest project documents, upload your contest project in the "Contest project" ("Praca konkursowa") section (marked in yellow in the drawing below), the completed contest entry form in the "Completed contest entry form" ("Wypełniony formularz pracy konkursowej") section (marked in red in the drawing below) and attachments and other documents in the section "Attachments and other documents presented by the economic operator" ("Załączniki i inne dokumenty przedstawione w ofercie przez Wykonawcę") (marked in green in the drawing below).

Praca konkursowa : *
Uwaga. Pliki nie mogą zawierać danych/metadanych pozwalających na zidentyfikowanie autora pracy konkursowej.

Przeciągnij i upuść plik tutaj lub kliknij aby dodać

Wypełniony formularz pracy konkursowej : *

Przeciągnij i upuść plik tutaj lub kliknij aby dodać

Załączniki i inne dokumenty

Przeciągnij i upuść plik tutaj lub kliknij aby dodać

Dokumenty stanowiące tajemnicę przedsiębiorstwa powinny być odpowiednio oznaczone i umieszczone w jednym odpowiednio nazwanym archiwum.

Wyślij pliki i złóż pracę konkursową

Documents upload

Submission of a design contest project documents

Once the files have been uploaded, press the "Send files and submit a contest project" ("Wyślij pliki i złóż pracę konkursową") button and then confirm that you want to submit the documents.

At this point, the system begins the process of validating the submitted files, their automatic encryption, packaging and submitting on the platform.

It is essential to:

- Submit the documents before the submission deadline – documents submitted after the deadline will not be accepted. Documents should not be submitted at the last minute. The duration of uploading and processing documents depends on their quantity and size as well as the load on the Platform.
- Submit the documents on the appropriate form (the current design contest form for this contest downloaded from the platform) - if the form is incorrect, the system will inform you about it when submitting documents.
- The documents and the attachments, should be signed digitally except for the design contest project and the study report, which should not be signed. The recommended signature variant for the design contest form is the internal signature. However, in case of signing it with a different variant, i.e. with an external signature, the Platform will also accept such a form and process it correctly in terms of signature verification, provided that, in the case of this signing variant, a separate signature file is attached in the "Attachments and other documents" ("Załączniki i inne dokumenty") section (marked in green in the drawing above).

Attachments may be signed with an external or internal signature. Packaged documents must be signed with an external signature. If the signature is missing, the system will inform you about it during submission of the documents, they will be accepted by the Platform despite lack of a signature.

NOTE: The contest project and the study report should not be signed digitally.

The submission process may take an extended period of time, depending on the number and size of the documents to be submitted. Do not close the browser window during this process. The system shows the successive stages of documents processing.

Nie zamykaj tego okna

Przesyłamy Twój automatycznie zaszyfrowaną pracę konkursową do naszego sejfu
Kompresja plików...
Plik formularza ocds-148610-0f5162f3-f6d9-11eb-b5c7-428759dd1a51_CompetitionEntryForm_1-
signed-pades-baseline-b.pdf nie ma poprawnej nazwy wymaganej przez Platformę.
Sprawdzanie czy plik ocds-148610-0f5162f3-f6d9-11eb-b5c7-428759dd1a51_CompetitionEntryForm_1-
signed-pades-baseline-b.pdf jest podpisany...
Sprawdzanie czy plik ocds-148610-0f5162f3-f6d9-11eb-b5c7-
428759dd1a51_CompetitionEntryForm_1.pdf jest podpisany...
Szyfrowanie pliku z danymi...
Plik z danymi gotowy do wysłania.
Wysyłanie pliku z danymi na Platformę...

Sending documents on the platform

Submission of a design contest project documents

Once the process is complete, on the screen appears an information that the process of submitting the application documents has ended and confirmation documents can be downloaded.

If the process ended successfully, you can download the confirmation of acceptance and receipt of the document, i.e. Electronic Confirmation of Acceptance (EPP) and Electronic Confirmation of Receipt (EPO).

To download EPP and EPO documents, go to procedure details and select "Tenders/applications" („Oferty/wnioski") tab and click "Download EPP" („Pobierz EPP") or "Download EPO" („Pobierz EPO") button.
The system will display a window allowing documents to be downloaded to the user's local resources..

Informacje podstawowe	Formularze	Komunikacja	Praca konkursowa

Etap konkursu 1 - Opracowania studialne
Termin składania: 15 grudnia 2022, godz 17:00

Identyfikator oferty: ocds-148610-863cdb11-7c7b-11ed-aef6-169989be946d:49:01:01 Status: Przesłano

Pobierz EPP	Pobierz EPO	Wycofaj opracowanie studialne
Pokaż EPP	Pokaż EPO	

Download EPP, EPO

Withdrawal of a tender

To withdraw a submitted tender, go to the procedure details, select "Tenders/applications" („Oferty/wnioski") tab and then click "Withdraw tender" („Wycofaj ofertę") button.

This function available only for users having role "Withdrawal of tenders / applications / contest projects" („Wycofywanie ofert / wniosków / prac konkursowych".

After confirmation the tender will be withdrawn and you can download document confirming the withdrawal of the tender, i.e. Electronic Confirmation of Withdrawal (EPW).

Withdrawal is possible until expiry of tender submission deadline.

Withdrawal tender

Tender withdrawn

To withdraw a submitted application to participate in a procurement procedure, go to the procedure details, select "Tenders/applications" („Oferty/wnioski") tab and then click "Withdraw application" („Wycofaj wniosek") button.

This function available only for users having role "Withdrawal of tenders / applications / contest projects" („Wycofywanie ofert / wniosków / prac konkursowych".

After confirmation the application will be withdrawn and you can download document confirming the withdrawal of the application, i.e. Electronic Confirmation of Withdrawal (EPW).

Withdrawal is possible until expiry of tender submission deadline.

Withdrawal application to participate in a procurement procedure

Application to participate in a procurement procedure withdrawn

Withdrawal of a design contest project documents

To withdraw a submitted contest project documents, go to the procedure details, select the "Contest projects" ("Prace konkursowe") tab and then click the "Withdraw application / contest projects / study works" („Wycofaj wniosek /prace konkursową / opracowanie studialne.") button.

This function available only for users having role "Withdrawal of tenders / applications / contest projects" („Wycofywanie ofert / wniosków / prac konkursowych".

After confirmation the contest project documents will be withdrawn and you can download document confirming the withdrawal, i.e. Electronic Confirmation of Withdrawal (EPW).

Withdrawal is possible until expiry of contest project documents submission deadline.

Withdrawal of a design contest project documents

Design contest project documents withdrawn

EPP, EPO and EPW confirmations

The EPP (Electronic Confirmation of Acceptance) is a document confirming the receipt of the hash cryptographic tender and thus the start of the process of tender / application / design contest submission.

The EPP file is in XML format and its content includes:
- ID of the tender / application / design contest
- ID of the procedure
- ID of the economic operator submitting the tender / application / design contest project
- Cryptographic abbreviation of the submitted tender / application / design contest project
- Date and time of the completion of the process (receipt of the encrypted tender / application / design contest project file by the Platform)
- Information on files attached to the tender
- Timestamp
- Seal of the e-Procurement Platform

The EPO (Electronic Confirmation of Receipt) is a document confirming receipt of the encrypted tender by the Platform and thus the completion of the process of tender / application / design contest project submission.
The EPO file is in XML format and its content includes:
- ID of the tender / application / design contest
- ID of the economic operator submitting the tender / application / design contest project
- ID of the procedure
- Status of the submitted tender / application / design contest project (whether submitted correctly and on time)
- Date and time of the completion of the process (receipt of the encrypted tender / application / design contest project file by the Platform
- Timestamp
- Seal of the e-Procurement Platform

The EPW file (Electronic Confirmation of Withdrawal) is a document confirming the withdrawal of the tender / application / design contest project by the economic operator
The EPW file is in XML format and its content includes:
- ID of the tender / application / design contest
- ID of the economic operator submitting the tender / application / design contest project
- ID of the procedure
- Status of the tender / application / design contest project (indicating that the tender has been withdrawn)
- Date and time of the completion of the withdrawal process of the tender / application / design contest project
- Information on files attached to the tender
- Timestamp
- Seal of the e-Procurement Platform