**Request e-Procurement**

Herewith I order legally binding a data room for electronic submission. During the pilot phase the costs attached to the registered pilot cases will be paid for by KfW.

Process

1. Bidders are informed by the person responsible for the execution of the tender about the e-procurement procedure and about the transfer of their personal data for registration as users.
2. exficon will create the submission folder(s) and onboard users after receipt of this form. The users will receive an automated email, by which they can access the submission folder(s).
3. Users (bidders) have access to a detailed description of the upload process. The file is available for download on the exficon homepage.
4. Users (tender agents, evaluation committee members, etc.) have access to a detailed description of the download process. The file is available for download on the exficon homepage.
5. Pre-qualification / request for quotation ("1 envelope")

a. After expiry of the deadline exficon compiles the submission protocol as pdf and stores it in the folder for download by the person(s) authorized for download.

b. After the download by the authorized person(s), exficon creates the opening protocol as a pdf and places it in the folder for collection by the authorized person(s).

c. The folder(s) will be deleted after the download has been checked, the user rights will automatically expire. All files will be kept at exficon for 6 months, after which they will be deleted.

Tender Phase / Request for Quotation ("2 envelopes")

a. After expiry of the deadline, exficon compiles the submission protocols of both folders as pdf and stores them in the folder for collection by the person(s) authorized for download.

b. exficon will only allow access to the folder with the technical offers for the person(s) authorized to download the documents. After the download by the authorized person(s), exficon creates the opening protocol as pdf and places it in the folder for download by the authorized person(s).

c. Only after submission of the non-objection / formal approval to open the financial offers, exficon will grant access to the financial offers for the authorized person(s) for download. After successful download by the authorized person(s), exficon compiles the opening protocol as pdf and stores it in the folder for download by the authorized person(s).

d. The folder(s) will be deleted after the download has been checked, the user rights will automatically expire. All files will be kept at exficon for 6 months, after which they will be deleted.

Client / Invoicing Data

Company / Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department number / name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street, Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ZIP Code, City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role in this tender process: □ Employee of KfW

 □ Tender Agent

 □ (Implementation) Consultant

Project Data

Project country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BMZ number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Language of tender process: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submission deadline (date, time, time zone): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tender type (specifics of submission): □ Pre-Qualification („1 envelope“)

 □ Solicitation of Bids („1 envelope“)

 □ Tender Phase („2 envelopes“)

 □ Solicitation of Bids („2 envelopes“)

Authorized Users for **Download** („Receipt“ of submissions):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Role | Name | Email  | Phone number |
| 1 | [KfW] |  |  |  |
| 2 | [Tender Agent / (Implementation) Consultant] |  |  |  |
| 3 | [Representative of evaluation committee] |  |  |  |

Authorized User for **Upload** („submission“ of bids):

Please note that potential participants in the e-Procurement procedure must be informed about the transfer of personal data to exficon GmbH (as an external third party in the respective procedure). We suggest that the bidders are informed about the e-Procurement procedure by email. Please allow an appropriate period for objection.

Prequalification: In the case of PQ procedures, please ask the interested parties about one week before the deadline for submissions. Without prior onboarding onto the e-Procurement platform, it is not possible to participate in the electronic submission.

Tender Phase / Angebotseinholung:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Company / Institution | Name | Email | Phone number |
| 1 | [Bidder 1] |  |  |  |
| 2 | [Bidder 2] |  |  |  |
| 3 | [Bidder 3] |  |  |  |
| 4 | [Bidder 4] |  |  |  |
| 5 | [Bidder 5] |  |  |  |
| … |  |  |  |  |

By requesting a data room for the use of an e-Procurement procedure, the signing party agrees to the use of his data in accordance with the German data protection regulation (DSGVO) for this specific e-Procurement procedure until its finalization. The users authorized for upload / download will be asked to confirm their consent individually when they first log on to the online platform.

Place, date Signature / Stamp