**Request e-Procurement (Booking Form)**

**Please submit this form to**

**e-procurement@exficon.de**

Herewith *[I / we]* lawfully order a data room for electronic submission.

**Description of Process**

1. Bidders shall be informed by the person responsible for the execution of the tender that an e-procurement procedure will be used. exficon can provide draft clauses for Prequalification Documents and / or Tender Documents in this regard.
2. Upon receipt of this Booking Form exficon will set up the e-procurement system, create the submission folder(s) and onboard users (authorized uploaders and downloaders). The users will receive an automated email invitation (including log in details), and will be able to access the submission folder(s) instantly thereafter.
3. Users authorized for upload (bidders) have access to a User Guide including a detailed description of the upload process. The file is available for download here: <https://exficon.de/tad/e-procurement/>.
4. Users authorized for download (tender agents, evaluation committee members, etc.) have access to a User Guide including a detailed description of the download process. The file is available here: <https://exficon.de/tad/e-procurement/>.
5. **Prequalification / Request for Quotation ("1 envelope")**

a. After expiry of the deadline exficon compiles a submission protocol as pdf and makes it available for download from a dedicated folder (“Protocols”) in the data room accessible for the person(s) authorized for download. The user rights of the uploaders will automatically expire with the deadline.

b. After the download of submissions by the authorized person(s), exficon creates the opening protocol (=download protocol) as a pdf and places it in the same folder (“Protocols”) for download by the authorized person(s).

c. The user rights of the downloaders will terminate after completion of download.

d. All folder(s) will be deleted after the download has been completed. 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 a submission protocol as pdf and makes it available for download from a dedicated folder (“Protocols”) in the data room accessible for the person(s) authorized for download. The user rights of the uploaders will automatically expire with the deadline.

b. Authorized downloaders will automatically be granted access to the folder containing the technical offers. After successful download exficon compiles the opening protocol (=download protocol) as a pdf and places it in the folder “Protocols” 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 to the authorized downloaders. After successful download exficon compiles the opening protocol (=download protocol) as pdf and places it in the folder “Protocols” for download by the authorized person(s).

d. The user rights of the downloaders will terminate after completion of download.

e. All folder(s) will be deleted after the download has been completed. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Role in this tender process: □ Employee of KfW

□ Tender Agent

□ (Implementation) Consultant

□ Project Executing Agency

**Project Data**

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

BMZ or Tender number: BMZ\_\_\_\_\_\_\_\_\_\_ Tender No.\_\_\_\_\_\_\_\_\_\_\_

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

Project short title (abbreviation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Submission deadline (date, time, time zone): Date: \_\_\_\_\_\_ Time: \_\_\_\_\_Time Zone: \_\_\_\_

Tender type (specifics of submission): □ Prequalification („1 envelope“)

□ Solicitation of Bids („1 envelope“)

□ Tender Phase („2 envelopes“)

□ Solicitation of Bids („2 envelopes“)

□ Package PQ & Tender Phase (“3 envelopes”)

□ Postqualification (“3 envelopes”)

|  |  |
| --- | --- |
| Applicable pricing | Price in EUR (net) |
| Prequalification / Solicitation of Bids („1 envelope“) | 595.00 |
| Tender Phase / Solicitation of Bids („2 envelopes“) | 750.00 |
| Package PQ & Tender Phase / Postqualification (“3 envelopes”) | 1,175.00 |

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

Kindly fill in the data as requested below:

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

**Authorized User for Upload („Submission“ of documents):**

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 to include respective wording in the Prequalification Document and / or Tender Document. exficon can provide templates for respective clauses.

Prequalification: In the case of PQ procedures, kindly ask the interested parties about one week before the deadline for submissions to nominate a dedicated person for upload. exficon will provide a template file for the submission of necessary data. Without prior onboarding onto the e-procurement platform, it is not possible to participate in the electronic submission process.

Tender Phase / Solicitation of Offers:

Kindly fill the table below or send us the contact details as per the template file which we can provide to you. Based on this information exficon will onboard the authorized uploaders and grant access to the respective folders for submission.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Company / Institution | Last Name | First Name | Email |
| 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.

**Please submit this form to**

**e-procurement@exficon.de**

Place, date Signature / Stamp