



exficon

export finance consulting
tender agency desk

e-procurement

Tender Agent Presentation

AGENDA

CONTENT OF THE WORKSHOP

1 OUR TEAM – YOUR POINT OF CONTACT

Introducing the exficon e-procurement.

2 WHY E-PROCUREMENT?

Looking back and ahead - there are good reasons to use e-procurement

3 EMBEDDING E-PROCUREMENT IN TENDERS

Implementation of e-procurement in ongoing and in new tender procedures

4 BOOKING AND PAYMENT

Online booking via our website, payment procedure, VAT question, factoring towards KfW / PEA

5 PROCESS STEPS

How is e-procurement embedded into the regular process?

6 TROUBLESHOOTING

Need help ? We are on stand-by!

OUR TEAM



YOUR POINT OF CONTACT

OUR E-PROCUREMENT TEAM

4



LEONARDA TOMAC

GER / ENG / CRO



CHIARA-FELICITAS OTTO

GER / ENG / FR / JP / SP



MARIA MERCHÁN

GER / ENG / SP





WHY E-PROCUREMENT?

LOOKING BACK AND AHEAD

PROJECT DEVELOPMENT

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2016 FIRST STEPS

Working group “electronic submission” – first concepts, modelling of process, research and interviews with all standard suppliers at that time (result: no suitable tool available), planning of own development

2017 CONCEPT PHASE

Implementation phase planned in detail, programming plan laid out, then: decline of KfW internally (target: KfW’s own IT to implement a solution)

2020 BACK ON THE AGENDA

Implementation pressure from outside (EU, Consultants, IFI peer-group analysis), also ecologic points (transportation, use of resources, etc.), then: COVID-19 including the disruption of logistic chains => physical submission unreliable and uncalculable

IMPLEMENTATION OF PILOT PHASE **2020**

New composition of project team, update of programming details, after only 5 weeks of preparation: first successful electronic submission on May 7, 2020

2020 CONCLUSION OF PILOT PHASE

30 pilot cases successfully concluded by September, approval for further 30 until year end 2020, in parallel: programming of the exficon e-procurement control center (API interface), accreditation by KfW, presentation internally for approval of e-procurement to be included into KfW's standard process landscape.

STANDARD PROCESS **2021**

e-procurement now available for all Tender Agents. Its use has become obligatory for procurements under agency contract / authorization letter and for SBF-financed solicitations of offers below EUR 200.000. The use of the e-procurement system is also possible in regular procurements (if approved by PEA).

2021/2022 FUTURE PLANS

We aim for a further extension of the platform to enable Tender Agents to launch their tenders electronically (distribution of documents as well as of clarification sheets with receipt being documented by electronic protocols)

2021 EXTERNAL AUDIT

Planning in process. The underlying data room solution is already internationally certified for data security. We aim for a process audit confirming full compliance with KfW's processes and regulations.

=> Q3/2021

EASY ACCESS

YES - THERE IS AN APP FOR IT



1 WEB APP

No download / software installation necessary for use – a regular internet browser will be sufficient.

2 MOBILE APP

There is a DRACCOON App for smart phones (iOS und Android) – disadvantage: very small and documents hardly readable. But: you can check online what has been submitted.

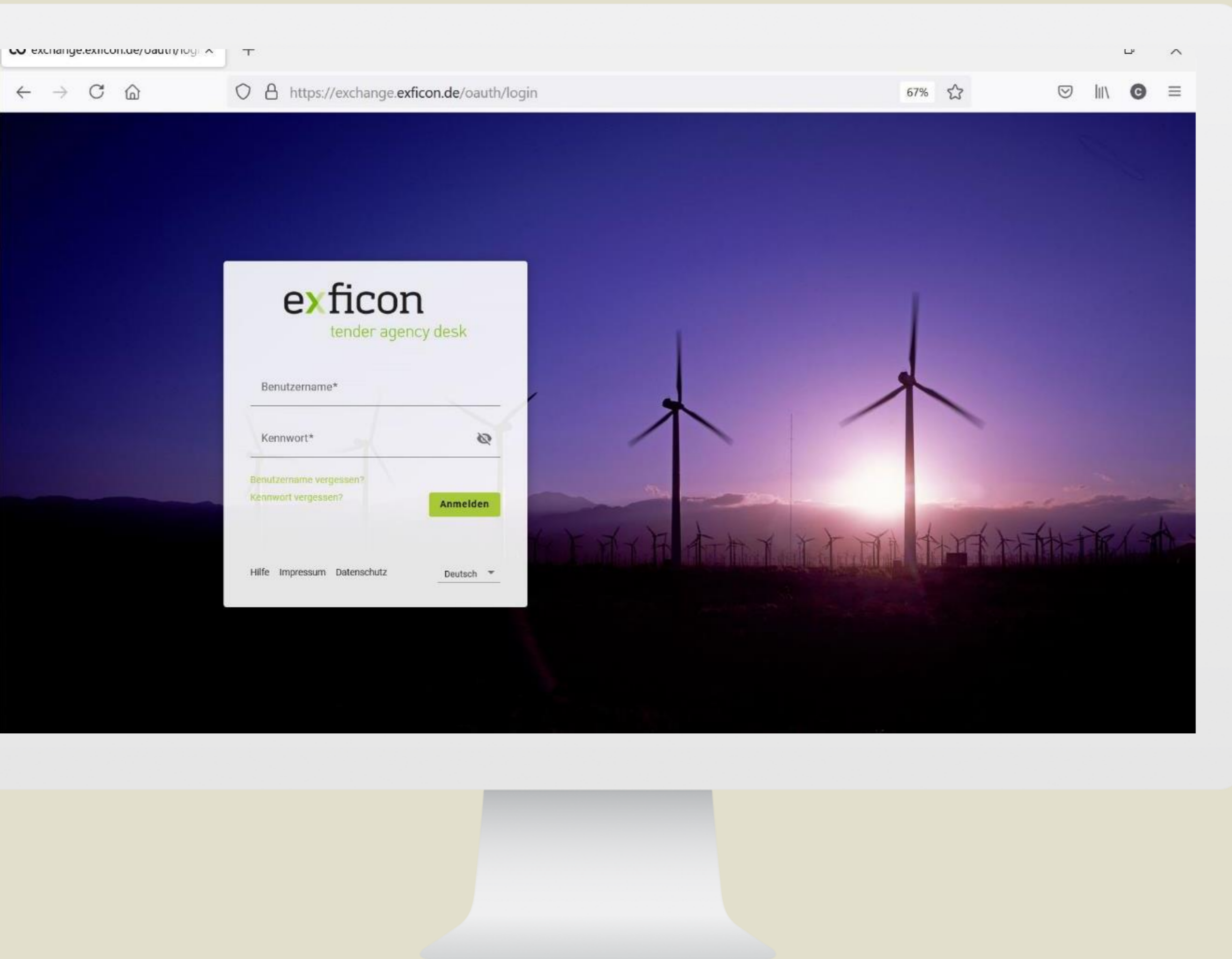
3 DESKTOP APP

There is indeed an application for desktop PCs. But this is only recommended for constant users (you would have to re-set up the system over and over again).

THE E-PROCUREMENT SYSTEM

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Log in and Access to the System



1 EMAIL NOTIFICATION

Automatic notification is being sent out by email (including credentials).

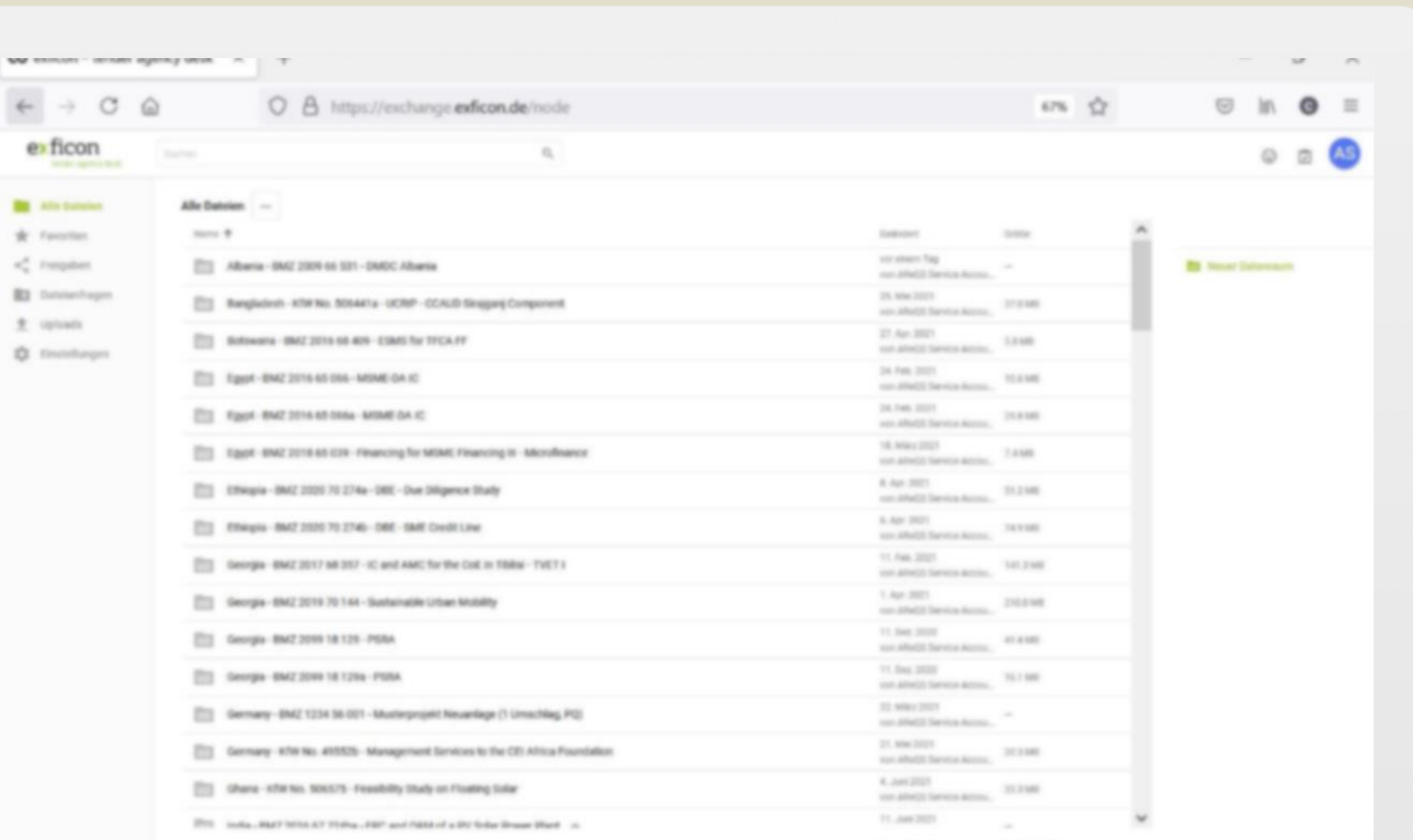
2 LOGIN

Input of credentials, change of password, then access to the respective folder / folders (if being authorized for one or several tenders)

THE E-PROCUREMENT SYSTEM

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Log in and Access to the System



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3 UPLOAD / DOWNLOAD

Depending on the user rights, the person is authorized for upload or download. The function "delete" is deactivated (in analogy to the submission of hard copies: you cannot claim back documents you have already submitted, but add updated versions)

4 EXPIRY OF USER RIGHTS

Uploaders: user rights expire with the submission deadline,
Downloaders: when archiving the data room (if not other access rights for other tenders exist)

TRANSPARENCY

DATA IS INEDITABLE

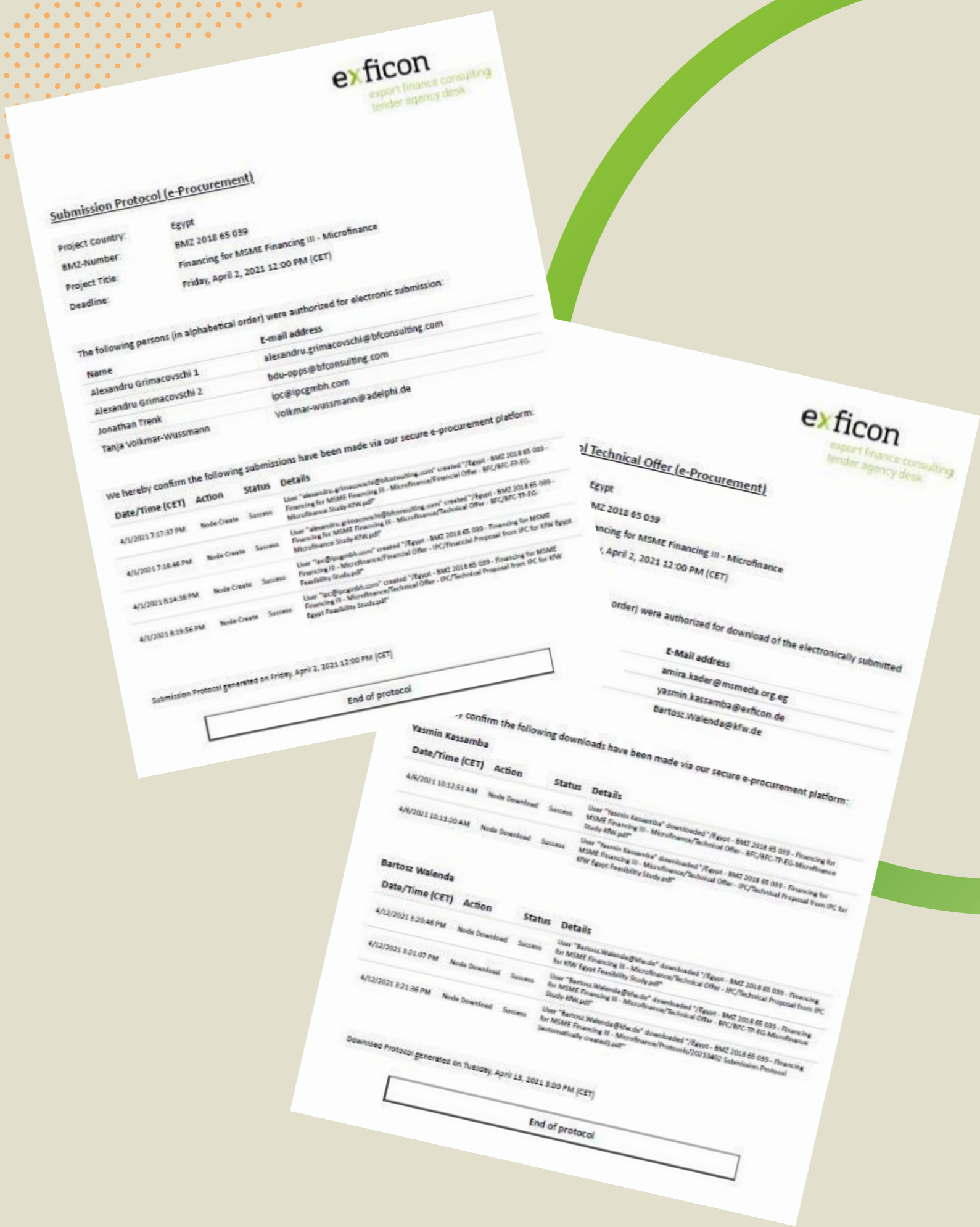
Submission and Download Protocols are generated by the system. The access and upload / download data is processed without further edits leading to full objectivity and transparency.

Any access to the platform, and any file access (upload and download) is fully documented by the backend trackers of the system.

The Submission Protocol will be generated automatically as soon as the submission deadline has expired.

The Download Protocol will be generated after file access has taken place (automatic generation, but induced by us). Should an updated Download Protocol be required at a later point of time (e.g. if further downloads have been made which shall be documented officially) we are happy to do this and will mark the subsequent version with „update“.

All procotols will be made available for download for authorized users in the dedicated folder „Protocols“ in the data room.





**EMBEDDING
E-PROCUREMENT
IN TENDERS**

EMBEDDING IN THE PROCESS

ONGOING TENDERS AND NEW PROCEDURES

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ONGOING TENDERS

For ongoing tenders which are to be switched to e-procurement we can provide Tender Agents with a list of clauses which need to be amended in the prequalification document or tender document.

LAUNCH OF NEW TENDERS

Please use the latest standard bidding documents – the e-procurement clauses have been incorporated already and no further edits must be made. You will only need to adjust them to your specific needs / requirements of the tender.

OUR SERVICES

WHAT YOU CAN EXPECT FROM US



FLAT FEE

Fixed price irrespective of duration of tender, number of users and data volume



AUTOMATIC DEADLINE MANAGEMENT

With expiry of the deadline, the users authorized for upload will be eliminated automatically and the downloaders will be authorized.



SUPPORT

We offer support in our service hours: Mon-Fri between 9am and 5pm (CET)



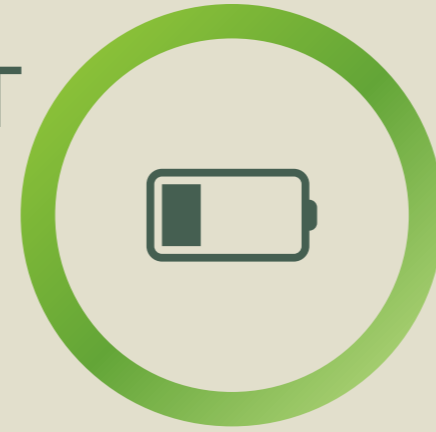
DATA SECURITY

The data room holds numerous certificates for data security. It is fully compliant with the German laws for data security and data protection (one of the most rigid schemes worldwide).



PROCESS ACCURACY

Process accuracy has been accredited by KfW, the necessary protocols are generated automatically from system data.



GARANTEED AVAILABILITY

Availability is guaranteed for 99.9%. There is a pre-defined process with KfW should there be a technical failure coinciding with a submission deadline.



FURTHER DEVELOPMENTS

We constantly work on add-ons and system improvements to extend the services and potential of the system.



ARCHIVE

After the last download we archive the data room (without user rights) for 6 months. Thereafter it will be fully deleted (compliance with German data protection laws).



BOOKING AND PAYMENT

STEP BY STEP

FROM BOOKING TO ARCHIVING

IMPLEMENTATION UNTIL ARCHIVING

We follow the process flexibly and will be on stand-by if and when needed - in your speed.

PAYMENT

Payment is done by bank transfer. We plan to add a payment system to the booking system to enable payment by credit card / PayPal (=> implementation Q3/2021)

INVOICING

With the booking confirmation you will receive the invoice and additional feedback (if applicable and if necessary)

BOOKING

Booking can be made via the exficon website (online booking tool)



BOOKING VIA ONLINE BOOKING SYSTEM

https://exficon.de/tad/e-procurement-online-booking/#/1

exficon
tender agency desk

HOME / EXPERTISE / CURRENT TENDERS / E-PROCUREMENT / FAQ E-PROCUREMENT
/ CAREER / CONTACT

E-PROCUREMENT

booking an e-procurement solution for tender agents/consultants /evaluation committees

exficon provides tender agents, consultants or evaluation committees with the possibility to book an individual e-procurement solution online. Please fill out the online form and submit it to us. Alternatively, you can use our **Request Form for E-Procurement** (which is available in several languages). We will revert to you directly to confirm the booking. In case of any questions, please feel free to contact us at e-procurement@exficon.de (Mon-Fri, 9am-5pm CET).

Alternative: Word-Form (D/E/F/SP/P(P)/P(BR))

CUSTOMER	DETAILS	DOWNLOADER	UPLOADER	PAYMENT
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OUR API INTERFACE (1)

exficon e-procurement Management Console

Search for any elements... exficon tender agency desk

Home Projects Persons Search User management

All procurement projects

Show unprovisioned Show online booked Show running Show internal created Show archived

New project Search projects...

Country	Reference number	Project name	Current state	Submission end at	Created at	Files	Total size (MB)
Albania			[Icons]	06.07.2021 12:00	27.05.2021 16:01	0	0
Armenia NEW			[Icons]	not yet specified	22.06.2021 10:28	0	0
Bangladesh			[Icons]	04.06.2021 17:00	23.05.2021 04:00	0	36.764
Botswana			[Icons]	03.05.2021 15:00	19.03.2021 10:29	0	5.55
Côte d'Ivoire NEW			[Icons]	not yet specified	27.04.2021 12:52	0	0
Egypt			[Icons]	05.03.2021 15:00	02.02.2021 08:58	0	8.836
Egypt			[Icons]	05.03.2021 15:00	03.02.2021 07:47	0	25.753
Egypt			[Icons]	02.04.2021 12:00	17.03.2021 12:51	0	6.554
Ethiopia			[Icons]	15.04.2021 12:00	30.03.2021 14:44	0	50.697
Ethiopia			[Icons]	12.04.2021 12:00	30.03.2021 14:54	0	74.462

confidential

OUR API INTERFACE (2)

exficon e-procurement Management Console Search for any elements... **exficon**
tender agency desk

← Edit Delete Duplicate New project Refresh

Home Projects **Germany - BMZ 1234 56 001 - Musterprojekt Neuanlage (1 Umschlag, PQ)** opened

BMZ 2020 70 27...
BMZ 1234 56 0...
Persons
Search
User management

Project country
Germany

Project name
Musterprojekt Neuanlage (1 Umschlag, PQ)

Project type
Eol (1 envelope)

Status History

Submission end at
22.03.2021 15:30

Change state to archived

Open project in DRACoon

Project users (2) Project folders (2) Project reports (1)

Assign new user Search...

Name	E-mail address	Company	Role	Last login at	Provisioned at
Chiara-Felicitas Otto	...	exficon GmbH	TA (Download)	never logged in	04.05.2020 07:43
Chiara-F. Otto		Musterfirma Upload	Submission (Uplo...	never logged in	not yet provisioned

OUR API INTERFACE (3)

The screenshot displays the 'exficon e-procurement Management Console'. At the top right, there is a search bar and the 'exficon tender agency desk' logo. Below the header, a navigation bar includes icons for 'Edit', 'Delete', 'Duplicate', 'New project', and 'Refresh'. A sidebar on the left contains menu items: 'Home', 'Projects', 'BMZ 2020 70 27...', 'BMZ 1234 56 0...' (selected), 'Persons', 'Search', and 'User management'. The main content area shows project details for 'Germany - BMZ 1234 56 001 - Musterprojekt Neuanlage (1 Umschlag, PQ)', which is in an 'opened' state. Key details include: Project country: Germany; Project name: Musterprojekt Neuanlage (1 Umschlag, PQ); Project type: Eol (1 envelope). A 'Status' section shows 'Submission end at: 22.03.2021 15:30' and a button to 'Change state to archived'. There is also a link to 'Open project in DRACOON'. Below this, a summary bar shows 'Project users (2)', 'Project folders (2)', and 'Project reports (1)'. At the bottom, a table lists project folders:

Folder name ↑	Open mode	Current state	Uploade...	Files	Total size (MB)
Expression of Interest - Musterfirma Upload	Automatic	[Icons]	1	0	0
Protocols	Automatic	[Icons]			

FEES

VALID FOR 2022

1 Envelope

EUR 595

net

Solicitation of offers or isolated PQ phase

No limitation regarding duration and user number; Data volume limited to 50 GB per tender procedure

Set-Up, Administration, Protocols, Support and Archive (6 Months)

BOOKING

2 Envelopes

EUR 750

net

Solicitation of offers or isolated tender phase

No limitation regarding duration and user number; Data volume limited to 50 GB per tender procedure

Set-Up, Administration, Protocols, Support and Archive (6 Months)

BOOKING

3 Envelopes

EUR 1.175

net

Postqualification or package booking (PQ and tender phase)





No limitation regarding duration and user number; Data volume limited to 50 GB per tender procedure

Set-Up, Administration, Protocols, Support and Archive (6 Months)

BOOKING

VAT – YES OR NO?

19% GERMAN VAT - (NOT) DUE?

	LEGAL SEAT OF EMPLOYER (TENDER AGENT)	Possible alternatives	exficon fees?	Charges towards KfW (KZE-Tool) / PEA?
	GERMANY	1. TA registered as “SME” (no VAT refund) 2. TA eligible for VAT refund in Germany	Net amount plus 19% German VAT	1. Gross amount 2. Net amount
	EU	1. TA holds a registered EU VAT ID 2. TA does not have a EU VAT ID	1. Net amount (Reverse Charge Rules) 2. Net amount plus 19% German VAT	1. Net amount 2. Gross amount
	EX-EU / WORLD	TA has its legal seat outside Europe and is not obliged to pay taxes in the EU	Net amount	Net amount

PROCESS STEPS

The image features a light beige background. On the left, there are two overlapping circles: a smaller, semi-transparent light green circle on top of a larger, semi-transparent medium green circle. The text 'PROCESS' and 'STEPS' is written in a dark green, bold, sans-serif font, with 'PROCESS' on the top line and 'STEPS' on the bottom line. On the right side of the image, there is a large, solid light green circle that overlaps the edge of the frame.

PROCESS STEPS

WE ACCOMPANY YOUR TENDER PROCESS



1

BOOKING

All available data to be transmitted to us when booking – we will get back to you soonest



2

SUBMISSION -7 DAYS

7 days prior to submission we need the contact data of up-and downloaders to set up the system



3

DEADLINE

Automatic cut-off of uploaders, generation of submission protocol, user authorization of downloaders (incl. notification)

4

DOWNLOAD

Download of Eol or TO, access to the FO upon presentation of KfW's NO; after completion of download: archiving (no User Rights) for 6 months

Eol=Expression of Interest
TO=Technical Offer
FO=Financial Offer
NO=Non-Objection (Letter)



TROUBLESHOOTING

TROUBLESHOOTING

NEED HELP ? WE ARE ON STAND-BY



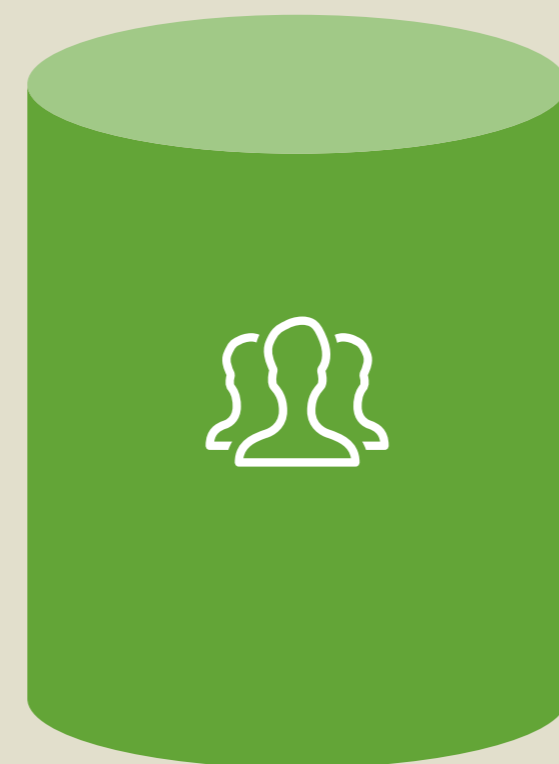
1 ONLINE

User Guides for Uploaders and Downloaders are available on our website, in addition, there is an FAQ-page (regularly updated).



2 EMAIL

We are available during our service hours Mon-Fri between 9am and 5pm (CET) by email and are fast-reacting. Should it be urgent or should a problem seem “unsolvable”, we can send a MS Teams link and help by “remote coaching”.



3 PHONE

We are available during our service hours Mon-Fri between 9am and 5pm (CET). Contact details can be found at the end of this presentation.

CONTACT

PLEASE GET IN TOUCH WITH US

ADDRESS

Lyoner Str. 14, D-60528 Frankfurt am Main,
Germany

OFFICE HOURS

Mon-Fri between 9am and 5pm (CET), special
requests can be considered upon notice

E-MAIL

e-procurement@exficon.de

WEBSITE

www.exficon.de

PHONE

+49 (0)69 6655 4490 (Office)

CELL PHONE


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Chiara-Felicitas Otto: +49 (0)173
6676031

Maria Merchán: +49 (0) 162 4295534

The background is a light green color. In the top right corner, there is a thin green circle. On the left side, there is a large green 'X' shape composed of two overlapping diagonal bars. A thin green circle is also partially visible on the left side, overlapping the 'X'. In the bottom right corner, there is a decorative wavy line with a dotted pattern in a slightly darker green color.

Any questions?

The background is a light green color. In the top right corner, there is a thin green circle. On the left side, there is a larger thin green circle. In the bottom left corner, there is a large, stylized 'X' shape composed of two overlapping diagonal bars, one in a darker green and one in a lighter green. In the bottom right corner, there is a decorative wavy line with a dotted pattern in a light orange color.

**Thank you very much
and see you soon!**