

## e-Procurement – Process Steps

1. Bidders are informed by the Tender Agent (or the person responsible for the execution of the tender) about the e-procurement procedure. exficon can make available a handout with the clauses which are to be amended in the prequalification document or the Request for Proposal document.
2. The Tender Agent will make a booking of an e-procurement procedure at exficon's homepage: <https://exficon.de/tad/e-procurement-online-booking/#/1>
3. Upon receipt of the booking exficon will confirm the booking and set up the e-procurement system by creating the submission folder(s) and onboard users after receipt of the contact details. The users will receive an automated email with a personalized login. Instantly after receipt they can access the submission folder(s). Their user access rights will automatically expire with the deadline.
4. Users (bidders) have access to a detailed description of the upload process. The file is available for download on the exficon homepage: <https://exficon.de/tad/e-procurement/>
5. 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: <https://exficon.de/tad/e-procurement/>
6. Pre-qualification / Solicitation of Offers ("1 envelope")
  - a. After expiry of the deadline exficon compiles the submission protocol as pdf and stores it in a dedicated "Protocols" folder for collection by the person(s) authorized for download.
  - b. After the download by the authorized person(s), exficon creates the download protocol (which serves as opening protocol) as a pdf and places it in the "Protocols" folder for collection by the authorized person(s).
  - c. The e-procurement dataroom will be archived two weeks after the download has been made, all user rights will automatically expire. The data room in its entirety will be archived at exficon for 6 months, after which it will be fully erased.

### Tender Phase / Solicitation of Offers ("2 envelopes")

- a. After expiry of the deadline, exficon compiles the submission protocols of both folders per Consultant (technical and financial offer) as pdf and stores them in a dedicated "Protocols" folder for collection by the person(s) authorized for download.
- b. the e-procurement system will only grant 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 download protocol (which serves as opening protocol) as pdf and places it in the "Protocols" folder for collection 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 download protocol (which serves as opening protocol) as pdf and stores it in the folder "Protocols" for collection by the authorized person(s).
- d. The e-procurement dataroom will be archived two weeks after the download has been made, all user rights will automatically expire. The data room in its entirety will be archived at exficon for 6 months, after which it will be fully erased.