



Úrad pre
verejné obstarávanie

Electronic Public Procurement in Slovakia



Presented by: Emília Gregorová

The Office for Public Procurement of the Slovak Republic

Agenda

1. Profile and objectives of the Office for Public Procurement
2. Procurement Process and Procurement Procedures
3. EVO System
4. Additional functionalities

Agenda

1. Profile and objectives of the Office for Public Procurement

The Office for Public Procurement



- The Office is the central state administration authority for public procurement
- The Office has the leading position in state administration for public procurement,
- was established as an independent office with independent budget on the **1st January 2000**,
- was founded by Act No. 263/1999 Coll. on Public Procurement and on Modification and Amendment,
- The Office has its seat in Bratislava.

The Office for Public Procurement of the Slovak Republic

The Office shall

- a) draw up public procurement concepts and develop programs of vocational training and re-training,
- b) exercise state administration in public procurement,
- c) oversee public procurement,
- d) cooperate with the European Commission and ensure the fulfillment of notification obligations with regard to the European Commission,
- e) at least once a year submit a report on the results of public procurement and operation of public procurement to the Government, and on request also to a committee of the National Council of the Slovak Republic,
- f) issue non-periodic publications,
- g) run a list of entrepreneurs,
- h) issue certificates of professional suitability and run a list of professionally suitable persons,
- i) register persons with professional suitability and run a list of registered persons,
- j) provide methodology guidance to participants in the public procurement process,
- k) publish all its methodology guidance for participants in the public procurement process and all its decisions regarding protests including justifications,
- l) impose fines for administrative delinquency,
- m) **run and make available examples of electronic documents, special software meeting the conditions for electronic communication and other elements needed to ensure electronic communication in the procurement of supplies to the contracting authority and contracting entity on its internet site,**
- n) perform other activities pursuant to this Act.

Objectives regarding electronic public procurement

Make public procurement process transparent and more effective

- 1. Electronic communication in public procurement process**
- 2. One solution for Contracting Authorities & Utilities**

Exercise principles of public procurement

- 1. Public procurement process transparent and more effective**
- 2. Tender archivation for re-usage and audit**
- 3. All tender related user activities logged**

Profitable and effective expenditure of public finances

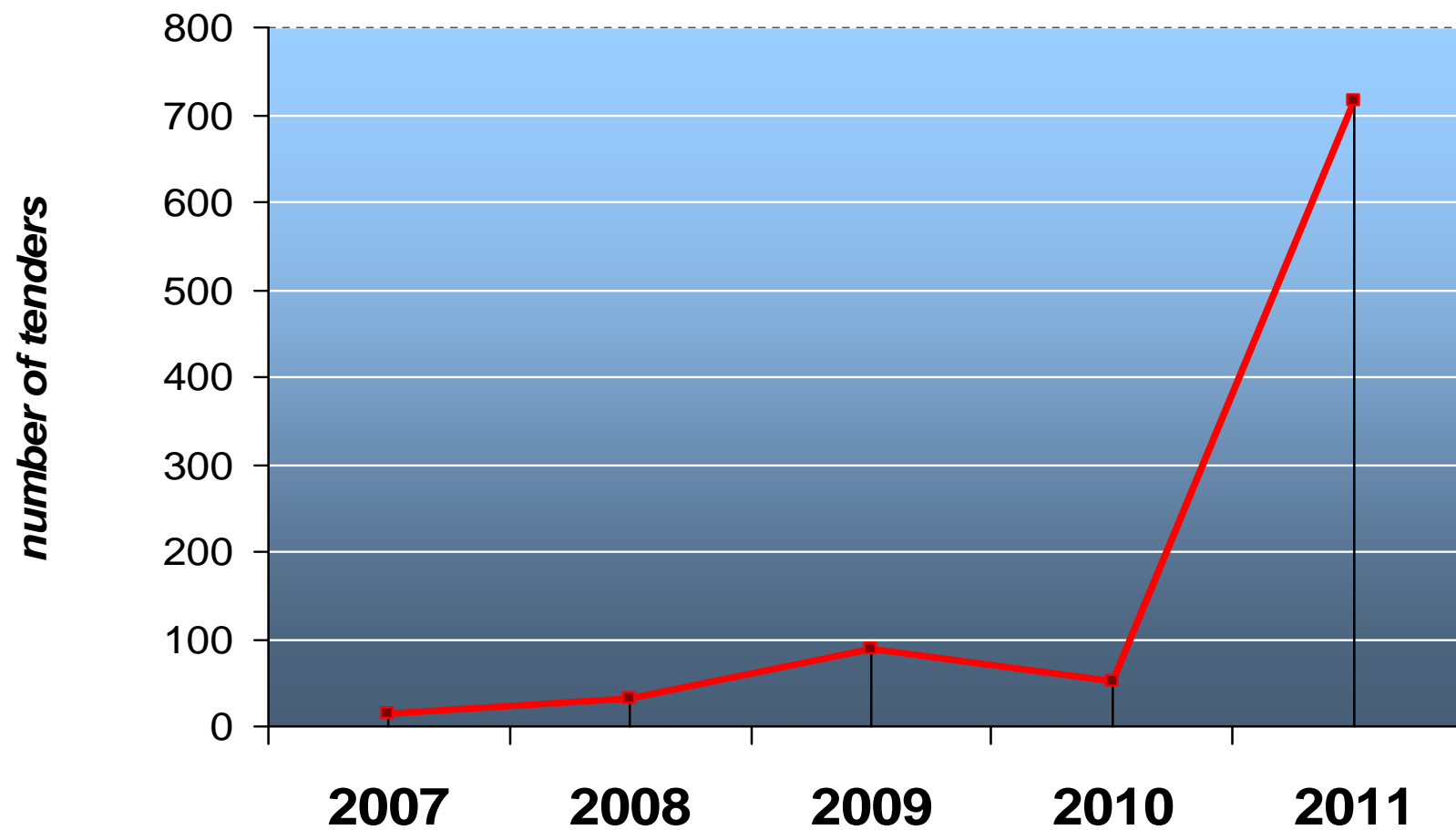
- 1. Decrease cost in procurement of commodities**
- 2. Reduction of time for tender preparation**

Safety, credibility and interoperability of electronic tools

- 1. Immediate access to tender documents after deadline**
- 2. All vendor proposals locked and sealed centrally**
- 3. Electronic signatures**



Electronic Public Procurement in the Slovak Republic



Agenda

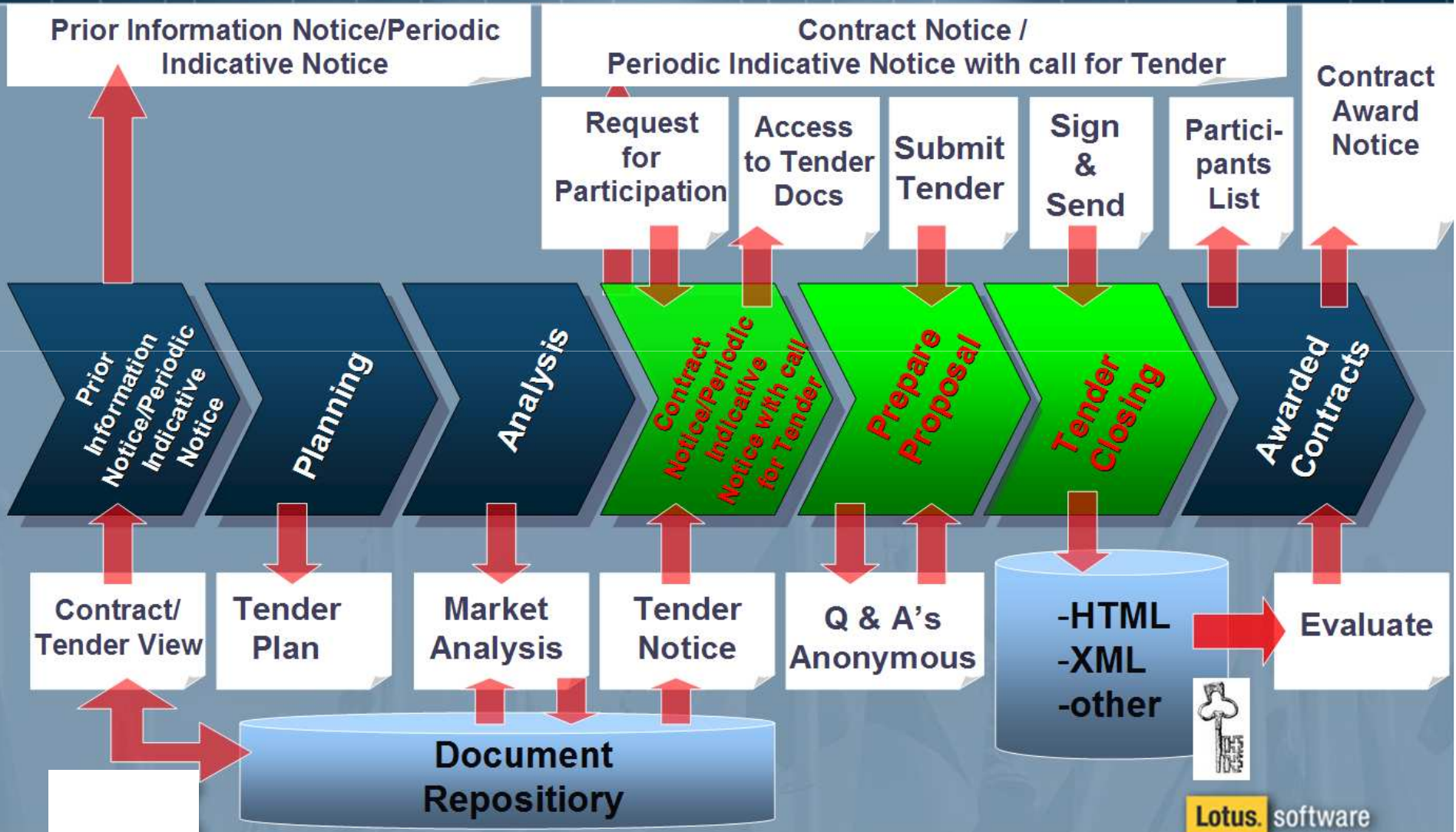
2. Procurement Process and Procurement Procedures

The Procurement Process in the EVO System



- **All phases of the Tendering Process**
 - Contract administration, market analysis, requirement assessments, planning, announcements, questionnaires, execution and evaluation
- **Best Practices – based on practical experience**
- **Ease of use – intuitive user interface**
- **Based on Standard Software Tools – flexible implementation**
- **Easy Integration with existing System through Open Standards**

Tendering using EVO/ETHICS



Procurement Procedures

Implemented:

- Tendering done by contracting authorities as well as utilities
- Above limit as well as below limit tendering
- Interface to ZOVO system (on-line editing and sending notices to local OJ)
- Procurement procedures:
 - Open Procedure
 - Restricted Procedure
 - e-Auction



Not implemented:

- Procurement procedures:
 - Negotiated Procedure
 - Dynamic Purchasing System
 - Competitive Dialogue
 - Framework Agreement

New activities in the system EVO:

- Implementation of National project „electronic services of public procurement“
 - Module for award contracts below threshold
 - Negotiated Procedure
 - DPS
 - Competitive Dialog
 - Communication module (1:1)

Multi-organizational support

EVO is maintained centrally at the Office for Public Procurement.

Access is granted for each contracting authority or utility on request.

Each organization created in EVO has got its own space and own roles (local admins, consultants, council & auditor).

Within one system there are several organizations with their own spaces (system in system).

Organizations cannot see or have access each other tenders.






Agenda














3.EVO System

Basic TenderView (NetTender)





- Net Tender
- How to register
- FAQ
- Presentations
- Methodology
- News
- Reporting errors

Portal EVO

State	Contracting Authority/Utility	Contract No.	Contract Name
	Psychiatrická liečebňa Samuela Bluma v Plešivci	01.02	Mäso a mäsové výrobky - Podgorah
	Psychiatrická liečebňa Samuela Bluma v Plešivci	01.03	Mrazené v
	Ústav na výkon trestu odňatia slobody Hmčiarovce nad Parnou	01.04	čerstvé ov
	Ústav na výkon trestu odňatia slobody Nitra - Chrenová	01.04	Ovocie - z
	Ústav na výkon trestu odňatia slobody Hmčiarovce nad Parnou	01.05	čerstvá ze
	Ústav na výkon trestu odňatia slobody a Ústav na výkon väzby v Levoči	01.05	Dodávka b
	Ústav na výkon väzby Banská Bystrica	01.05	Konzumn
	Univerzita Komenského v Bratislave, Jesseniova lekárska fakulta v Martine	01.05	Prístroje p
	Ústav na výkon trestu odňatia slobody a Ústav na výkon väzby v Levoči	01.06	Dodávka H
	Ústav na výkon väzby Banská Bystrica	01.06	Ryža guľa
	Ústav na výkon trestu odňatia slobody a Ústav na výkon väzby v Levoči	01.07	Dodávka H
	Ústav na výkon väzby Bratislava	01.09	spracovan
	Fakultná nemocnica Nitra	01.10	Ovocie - z

Legends

 = Indicative Notice

 = Prequalification

[Metodické pokyny a prílohy](#)

[Prezentácia](#)

[Registrácia verejných obstarávateľov / obstarávateľov](#)

[Oz](#)

Vítajte


[Metodické pokyny a prílohy](#)

Welcome

[Prezentácia](#)

[Registrácia verejných obstarávateľov / obstarávateľov](#)

[Oz](#)



Elektronické Verejné Obstarávanie
Electronic Public Procurement

Pre vstup kliknite na logo EVO

Click on the EVO logo to

Basic TenderView (Internal system)

- Home page
- Tenders
- eAuctions
- Library
- Links
- Guidance Manual
- Run qDesigner
- User Administration
- NetTendering

consMK/TEST | TEST

Create Tender

Tender

[Instructions](#)
This menu item displays an overview of all current tenders. [More information here.](#)

= Prior Information Notice
 = Planning
 = Analysis
 = Prequalification
 = Tender / Call for Competition
 = Contract Award Notice

Created
 Approved
 Waiting
 Published
 Recalled

Organisation: TEST

Status	No. and Tender Name	Responsible	Start-up	Completed
	01.11.TEST	consKB/TEST	05/26/2008	09/26/2008
	01.12.skuska			
	11.40.ji			
	18.29.Soda			
	24.01.Kancelárske zar			
	24.02.Podpisj II			
	28.01.Služobné osobn			

EURÓPSKA ÚNIA
Vydanie dodatku k Úradnému vestníku Európskej únie
2, rue Mercier, L-2985 Luxembourg Fax: (352) 29 29 42 670
E-mail: mp-ojs@opoce.cec.eu.int Info & formuláre: http://simap.eu.int

OZNÁMENIE O VYHLÁSENÍ VEREJNÉHO OBSTARÁVANIA

ODDIEL I: VEREJNÝ OBSTARÁVATEĽ

I.1) **NÁZOV, ADRESY, KONTAKTNÉ MIESTO (MIESTA)**

Úradný názov: Výskumný ústav zväračský
 Poštová adresa: Račianska 71
 Mesto/obec: Bratislava-Nové Mesto
 PSČ: 83259
 Štát: Slovenská republika
 Kontaktné miesto (miesta): aaa
 Telefón: 02/ústr. 49246111; 0907153602
 E-mail: pospechovaj@vuz.sk
 Fax: 02/49246258

Internetová adresa (adresy) (ak je uplatniteľná)
 Adresa hlavnej stránky verejného obstarávateľa (URL): www.vuz.sk
 Adresa stránky profilu kupujúceho (URL): www.vuz.sk

Ďalšie informácie možno získať na:

- vyššie uvedenom kontaktnom mieste (miestach)
- inom mieste: vyplňte Prílohu A.I

consMK/TEST | TEST

Show Notice | Withdraw from Net Tender (NT)

Tender Notice

[Instructions](#)
Under this menu item it is possible to attach a tender notice to the tender case and to submit the tender notice to EU's Publications Office. Furthermore, it is possible to publish the tender notice on Net Tendering

28.10 MOTOROVÉ VOZIDLÁ - 3
Procedure: Open
Tender Method: Electronic (WEB)

WEB information
 Link to Tender: /mdp2/tender/test_2810_20080716.nsf

Procurio
 Status: Sent to publication
 Latest changes: 07/16/2008
 Link to Notice:

- Create tender
- Tender notices filled-in in ZOVO (application for sending notices on-line to local OJ)
- Details on tender notice available
- Send notice to OJEU/local OJ on-line, publish in EVO
- Create separate tendering space

Tendering (consultant view)

consMK|TEST|TEST

EVO Open Procedure: MOTOROVÉ VOZIDLÁ - 3

Homepage
Contract Notice
Tender Material
Publication
Received Tenders
Instructions
Return to internal EVO
Return to Tenderview

Server Time
11:13:51
13-10-2008

Question deadline
11:00:00 AM CEST
07/18/2008

Tender deadline
11:00:00 AM CEST
07/24/2008

Tender Material

Instructions
The tender material consists of the files below placed under "General for all vendor categories" and the files placed in the particular supplier category in which the company choose to submit tenders.

- Download the files by right-clicking each individual document, and then click "Save target as ..." and fill in the "Save in ..." field. The files are now placed on the company's own computer system.
- Fill in the documents and provide the required documentation.
- The signing of the PDF documents containing signature fields (Solemn Declaration and Accompanying Letter) must be performed in accordance with the requirements stated under the "Instructions" menu item.
- The submission of the company's tender consisting of questionnaires and Solemn Declaration and the required documentation is performed via the "Submit Tender" menu item and the "Close Tender" menu item that contains the company's final and complete confirmation of the tender. If you wish to modify a submitted document within the time limit of the tender you may do so by resubmitting the document.
- Under the "Delivery Status" menu item you will find an overview of all the tender documents that the company has submitted before the final date for receipt of tender.
- In order to be able to read and fill in documents in Word and/or Excel format it is necessary that the relevant programs are installed on your computer.
- In order to be able to fill in, save and sign documents in PDF format **Adobe Acrobat** (version 6.0 or a later version) must be installed on the company's computer - Adobe Reader is of no use for that purpose.

NOTE: To ensure that the electronic signature works and that the legal requirements are immediately by signing a copy of the Solemn Declaration.

1. Všeobecné podmienky a informácie

a. Súťažné podklady SP_verejna_sutaz.doc 298 kB

b. Podmienky účasti Podmienky_ucasti.doc 34 kB

2. Technické požiadavky na predmet zákazky

a. Opis predmetu Opis_predmetu_obstaravania.doc 37 kB

3. Obchodné a zmluvné podmienky dodania predmetu zákazky

a. Návrh zmluvy Obchodne_podmienky_dodania.doc 33 kB

4. Kritériá na vyhodnotenie ponúk a pravidiel ich uplatnenia

a. Dotazník - kritériá Kriteria.pdf 6 kB

Server Time
15:04:10
13-01-2009

Question deadline
10:30:00 AM CEST
05/05/2008

EVO Restricted Procedure: Priprava spoločnosti na EURO konverziu

Homepage
Contract Notice
Tender Material
Questions Session
Submit Questions
Publication
Questions and Answers
Tender Submission
Submit Tender
Close Tender
Delivery Status
Instructions
Administration
All Documents

All Uploads

Instructions
This view contains received questions. To sort questions click on the column header.

User number	Company Name	Document type	File name	File size	Server Timestamp
111113/4801/9986	Splocnost XY	4. Sprievodný list	CoverLetterTenderTender4801_9986_FXY.pdf	241441	05/05/2008 05:34:54 PM
111113/4801/9986	Splocnost XY	2. Návrh zmluvy	NavrhZmluvyFXY.pdf	321737	05/05/2008 05:26:28 PM
111113/4801/9986	Splocnost XY	1. Ponuka	Kriterium_cenaFXY.pdf	281434	05/05/2008 05:24:29 PM

EVO Restricted Procedure: Priprava spoločnosti na EURO konverziu

Výsledná správa

qMerge Report

Tabuľka obsahu

- Vynechané súbory s odpoveďami
- Spracované súbory s odpoveďami
- Spracované definície dotazníkov

Vynechané súbory s odpoveďami: 0

Spracované súbory s odpoveďami: 3

File name	Document type	Server Timestamp
Kriterium_cenaFXY.pdf	1. Ponuka	TEST - Názov súťaže
NavrhZmluvyFXY.pdf	2. Návrh zmluvy	TEST - Názov súťaže
CoverLetterTenderTender4801_9986_FXY.pdf	4. Sprievodný list	TEST - Názov súťaže

Spracované definície dotazníkov: 2

Kritériá

Dotazník: TEST - Názov súťaže - Kritériá
Odpovede: 1

Kriterium_cenaFXY.pdf | 1. Ponuka | TEST - Názov súťaže - Kritériá | 111113 | Splocnost

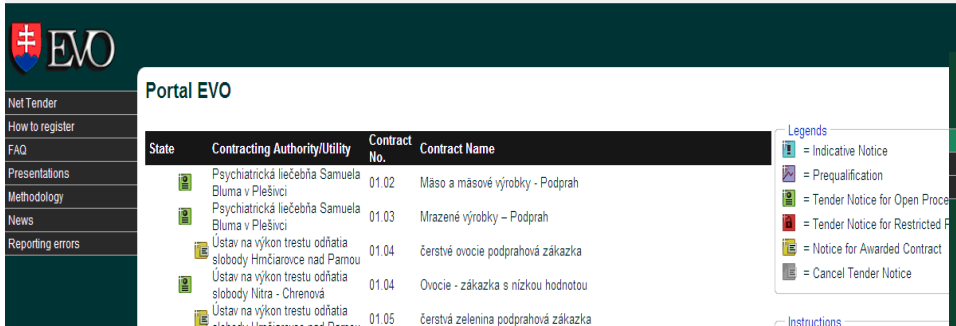
Dotazník uchádzača

Dotazník: TEST - Názov súťaže - Dotazník uchádzača
Odpovede: 1

NavrhZmluvyFXY.pdf | 2. Návrh zmluvy | TEST - Názov súťaže - Dotazník uchádzača | 111113 | Splocnost XY

- Tender materials prepared with 'standard' tools
- Set-up of deadlines shown left to each tender
- All questions available and can be answered consecutively
- All uploads available after tender opening deadline
- Automated evaluation of questionnaires prepared in EVO with merge results

Basic TenderView (NetTender)




Portal EVO

State	Contracting Authority/Utility	Contract No.	Contract Name
	Psychiatrická liečebňa Samuela Bluma v Plešivci	01.02	Mäso a masové výrobky - Podprah
	Psychiatrická liečebňa Samuela Bluma v Plešivci	01.03	Mrazené výrobky - Podprah
	Ústav na výkon trestu odňatia slobody Hmčiarovce nad Parnou	01.04	čerstvé ovocie podprahová zákazka
	Ústav na výkon trestu odňatia slobody Nitra - Chrenová	01.04	Ovocie - zákazka s nízkou hodnotou
	Ústav na výkon trestu odňatia slobody Hmčiarovce nad Parnou	01.05	čerstvá zelenina podprahová zákazka


Legends

- = Indicative Notice
- = Prequalification
- = Tender Notice for Open Procedure
- = Tender Notice for Restricted Procedure
- = Notice for Awarded Contract
- = Cancel Tender Notice



Open Procedure: Dodávka liekov z ATC skupiny L - Antineoplastiká a imunomodu

Open Procedure



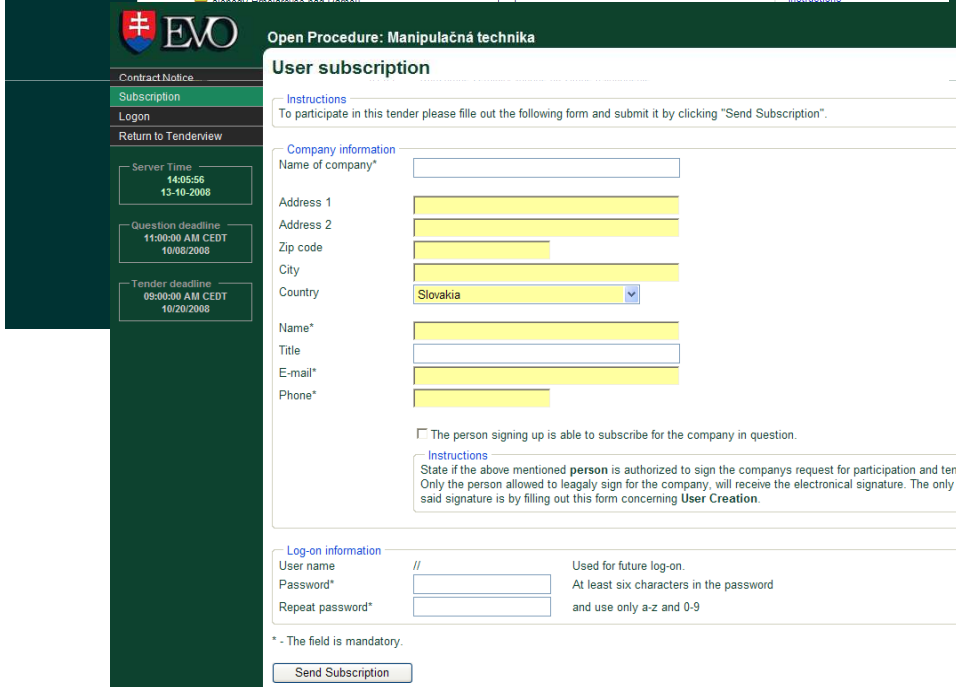
EURÓPSKA ÚNIA
Vydanie dodatku k Úradnému vestníku Európskej únie
2, rue Mercier, L-2985 Luxembourg Fax: (352) 29 29 42 670
E-mail: mp-ojs@opoce.cec.eu.int Info & formuláre: http://simap.eu.int

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ODDIEL I: VEREJNÝ OBSTARÁVATEĽ

I.1) **NÁZOV, ADRESY, KONTAKTNÉ MIESTO (MIESTA)**

Úradný názov: Fakultná nemocnica s poliklinikou Bratislava
Poštová adresa: Ružinovská 6
Mesto/obec: Bratislava-Ružinov
PSČ: 82606
Štát: Slovenská republika
Kontaktné miesto (miesta): Krajinská 91, 825 56 Bratislava
Telefón: +421 905 599 825



Open Procedure: Manipulačná technika

User subscription

Instructions
To participate in this tender please fill out the following form and submit it by clicking "Send Subscription".

Company information

Name of company*

Address 1

Address 2

Zip code

City

Country

Name*

Title

E-mail*

Phone*

The person signing up is able to subscribe for the company in question.

Instructions
State if the above mentioned person is authorized to sign the company's request for participation and tender submission. Only the person allowed to legally sign for the company, will receive the electronic signature. The only means of obtaining said signature is by filling out this form concerning **User Creation**.

Log-on information

User name // Used for future log-on.
Password* At least six characters in the password
Repeat password* and use only a-z and 0-9

* - The field is mandatory.

Available for public (without registration):

- Overview of all available tenders
- Tender notice details
- Tender deadlines
- Possibility to logon to tender

Tendering (vendor view)

Submit Tender

[Instructions](#)

Note that PDF documents containing signature fields must be signed prior to submission, cf. the conditions stated under the "Instructions" menu item.

Document Details

Company:
User Name: IBMSKSuperAdmin
Document Type: -- Zvoľte typ dokumentu --
Comments:

File:

Submit Questions

[Instructions](#)
Any questions concerning the contract documents must be received by the Contracting Authority within the set time limit, cf. the "Questions - Deadline" box in the menu field on the left.
See the "General Conditions" file under the "Contract documents" menu item for further information on the questions session.

Document Details
Company:
User Name: EthicsSuperAdmin
Questions Group: -- Zvoľte oblasť --
Please enter your question here:

Close Tender

[Preparing Accompanying Letter](#)
See instructions below.

[Instructions](#)
Note that the tender is not in finished until the company has submitted an electronically signed accompanying letter, cf. below, and this shall take place within the time limit stated in the "Tenders - Deadline" box in the menu field to the left and in accordance with the "Submit Tender" menu item.

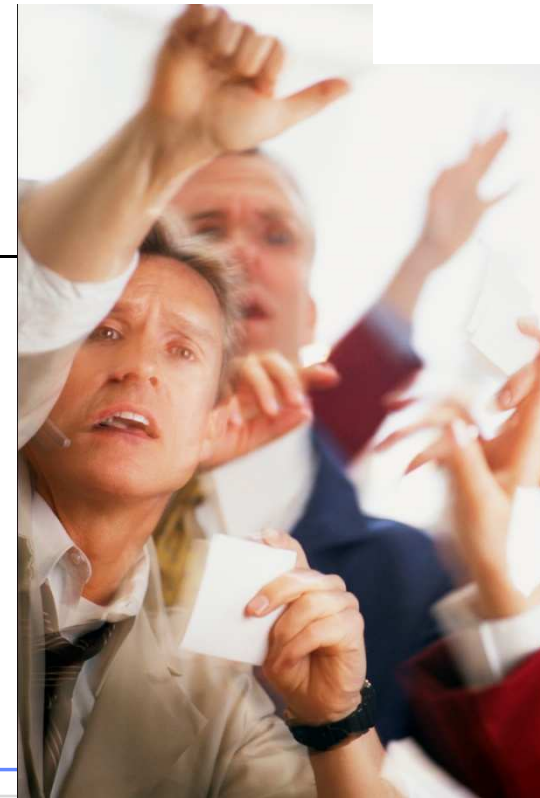
- Click "Create Accompanying Letter" and the system will automatically create an accompanying letter that contains all the information/records of the submitted documents, cf. the "Delivery Status" menu item.
- Check that the list is complete and thus contains the company's final and complete tender.
- In the event that you wish to withdraw/omit a document from the tender you do so by clearing the checkbox of the document in question.
- If the company has submitted several versions of the same questionnaire, only the most recently received document is taken into consideration and will thus participate in the assessment of the tender. This applies regardless of whether the company has cleared the checkbox of the document in question in the accompanying letter or not.
- The final field "Comments" in the accompanying letter should only be filled in if you have a special need to add a brief comment to any withdrawn/omitted document and only if the company has not already stated this in the comment field on submission of the document via "Submit Tender".
- Prior to electronic submission, the company must sign the accompanying letter, cf. the conditions stated under the "Instructions" menu item.

Document Details
See instructions below.
Company:
User Name: IBMSKSuperAdmin
Document Type: 6. Sprievodný list
Comments:

File:

- Registered vendor can upload tender documents or submit questions
- Documents already submitted listed under menu „Delivery Status“
- Offset between user PC and server shown
- Create accompanying letter - list of valid documents creating a proposal & confirmed by vendor's signature generated by EVO (password protected)

E-auction module



consultant view

Info

Title: School Reconstruction

Auction type: Open

Awards: 1

Decrements: 100 EUR

Currency: EUR

Start price: EUR

Show best bid to tenderer
 Show ideal bid to tenderer
 Initial values are binding

Deadline extension: minutes

Attach file:

Deadlines: No Time

tenderer view

General info

Deadline: Nov 7, 2011 10:20:00 AM CET

100 EUR

00:08:13

Sub criteria	Title	Amount	Unit	Draft		Registered	
				Unit price	Price	Unit price	Price
Item 1	total price for reconstruction	1	building	119,080	119080 EUR	119,080	119,080 EUR
					119080 EUR		119,080 EUR
	119,080 EUR						
	1						
	Unknown						

- Setup of parameters/options – criteria, sub-criteria, vendors, deadlines
- e-mail notification to vendors
- Call for e-Auction after opening
- On-line entry of new prices or new values of specific options
- Automatic status update

Agenda

4. Additional functionalities

Electronic Signatures



Difficulties across EU:

1. Lack of interoperability across the EU
2. Limited use of qualified electronic signatures for the purposes of public procurement
3. IT literacy

Intermediate solution:

1. Certificate for signing provided automatically generated by the eTendering application after vendor has been approved for tendering by the contracting authority/utility
2. Authentication of vendors:
 - a) Access to public information – unlimited
 - b) Access to tender specific document, Q&A, submission of tenders – user ID and password obtained by registration

Logging of tender related user activities



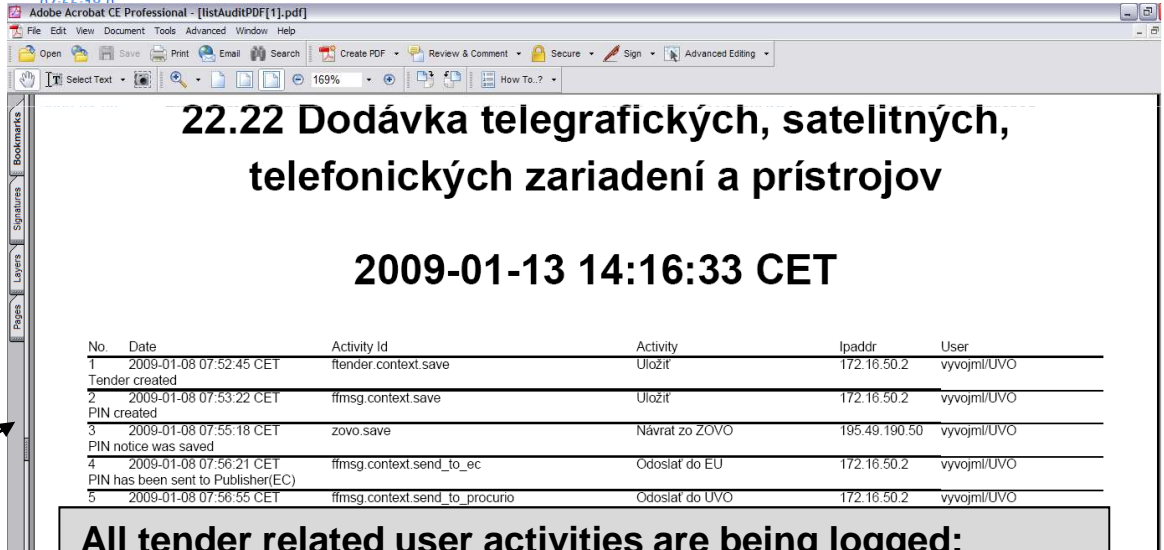
Audit Log 22.22 Dodávka telegrafických, satelitných, telefonických zariadení a prístrojov

Instructions

This view displays the log for the specific tender. The log shows the events occurred in the tender, based on a user activity.

See further instructions below.

No.	Date	Activity Id	Activity Name	IP-Address	User	Message
1	2009-01-08 07:52:45.0	ftender.context.save	Uložiť	172.16.50.2	vyvojmi/UVO	Tender created
2	2009-01-08 07:53:22.0	ffmsg.context.save	Uložiť	172.16.50.2	vyvojmi/UVO	PIN created
3	2009-01-08 07:55:18.0	zovo.save	Návrat zo ZOVO	195.49.190.50	vyvojmi/UVO	PIN notice was saved



22.22 Dodávka telegrafických, satelitných, telefonických zariadení a prístrojov

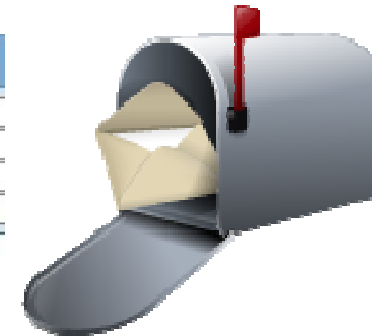
2009-01-13 14:16:33 CET

No.	Date	Activity Id	Activity	Ipaddr	User
1	2009-01-08 07:52:45 CET	ftender.context.save	Uložiť	172.16.50.2	vyvojmi/UVO
Tender created					
2	2009-01-08 07:53:22 CET	ffmsg.context.save	Uložiť	172.16.50.2	vyvojmi/UVO
PIN created					
3	2009-01-08 07:55:18 CET	zovo.save	Návrat zo ZOVO	195.49.190.50	vyvojmi/UVO
PIN notice was saved					
4	2009-01-08 07:56:21 CET	ffmsg.context.send_to_ec	Odoslať do EU	172.16.50.2	vyvojmi/UVO
PIN has been sent to Publisher(EC)					
5	2009-01-08 07:56:55 CET	ffmsg.context.send_to_procurio	Odoslať do UVO	172.16.50.2	vyvojmi/UVO

All tender related user activities are being logged:

- Directly in the system together with the respective tender
- In PDF form and can be downloaded

Personalized e-mail notifications



This is an automatically generated e-mail.
Please, do not reply.

Tender: 2222 - Dodávka telegrafických, satelitných, telefonických zariadení a prístrojov

Following vendor has submitted a request for registration to tender:

Vendor information:

ID: 70227007/2222/INN

Company Name: Company

Telephone Number: 70227007

Link to document for review:

<http://mdpt2.ethics.dk/mdpt2/user.nsf/users/A798FB9E5A8375B0C125753C005F8D7A?OpenDocument>

- Several activities in the system are triggers for e-mail notifications.
- The system will send out personalized e-mail notifications about the related activity with personalized content depending on the activity.
- Currently there are 61 notification e-mails implemented.

Our website

THE OFFICE FOR PUBLIC PROCUREMENT

Contact address : Department of European Affairs and International
Cooperation

maria.jedlickova@uvo.gov.sk

www.uvo.gov.sk

www.evo.gov.sk

www.e-vestnik.sk

Presented by Emília Gregorová, emilia.gregorova@uvo.gov.sk

Thank you for your attention!