

# National Electronic Tool (NEN)

Manual for suppliers

8. 4. 2023

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## 1. BASIC INFORMATION FOR USE OF INTERFACE FOR SUPPLIERS

The purpose of this document is to introduce basic functionalities for suppliers under the National Electronic Tool (NEN).

The screenshot shows the NEN website interface. At the top right, there is a 'LOGIN TO SYSTEM NEN' button and a language dropdown menu currently set to 'EN', which is highlighted with a red box. Below the header is a navigation bar with links: HOME, PUBLIC PROCUREMENTS, CONTRACTING AUTHORITIES PROFILES, REGISTERS, ABOUT, and REGISTRATION. The main content area is titled 'Login' and contains a large blue 'LOGIN' button, two smaller buttons for 'NEW REGISTRATION' and 'COMPATIBILITY TEST', and a link to 'Login to Test Environment'. On the right side, there are sections for 'COURSES NEN', 'COURSES ZZVZ', and 'MANUALS', with links for 'Registration of foreign Suppliers' and 'Manual for Suppliers'. A 'DISPLAY ALL' button is located at the bottom of the right column.

At first, change the language on the main page. Than continue login into the user interface in English.

This screenshot shows the NEN website after the language has been changed to English. The language dropdown menu is still set to 'EN'. The main content area now displays a login form with 'Username' and 'Password' input fields, a blue 'LOGIN' button, and links for 'New registration', 'Forgot password', and 'Compatibility test'. The right sidebar is titled 'OPERATING INFORMATION' and contains a list of items: 'tsc - eng' (dated 04.10.2022 12:55), 'News\_1' (dated 04.10.2022 12:55), and 'Plánovaný servisní zásah' (dated 04.10.2022 12:55). A 'DISPLAY ALL' button is at the bottom of the sidebar.

## 1.1 SUPPORTED WEB BROWSERS

It is recommend to install the Chrome browser for macOS users. In the Safari browser, electronic encryption and electronic signing are not supported yet.

## 1.2 CRYPTO NATIVE APP AND CRYPTO WEB EXTENSION

To create an electronic signature in NEN, you need to install a Web browser extension and Crypto native APP. Available at <https://download.tescosw.cz/crypto/>. In general, it is not necessary to work with electronic signatures in NEN any more. But it could be required directly by contracting authority.

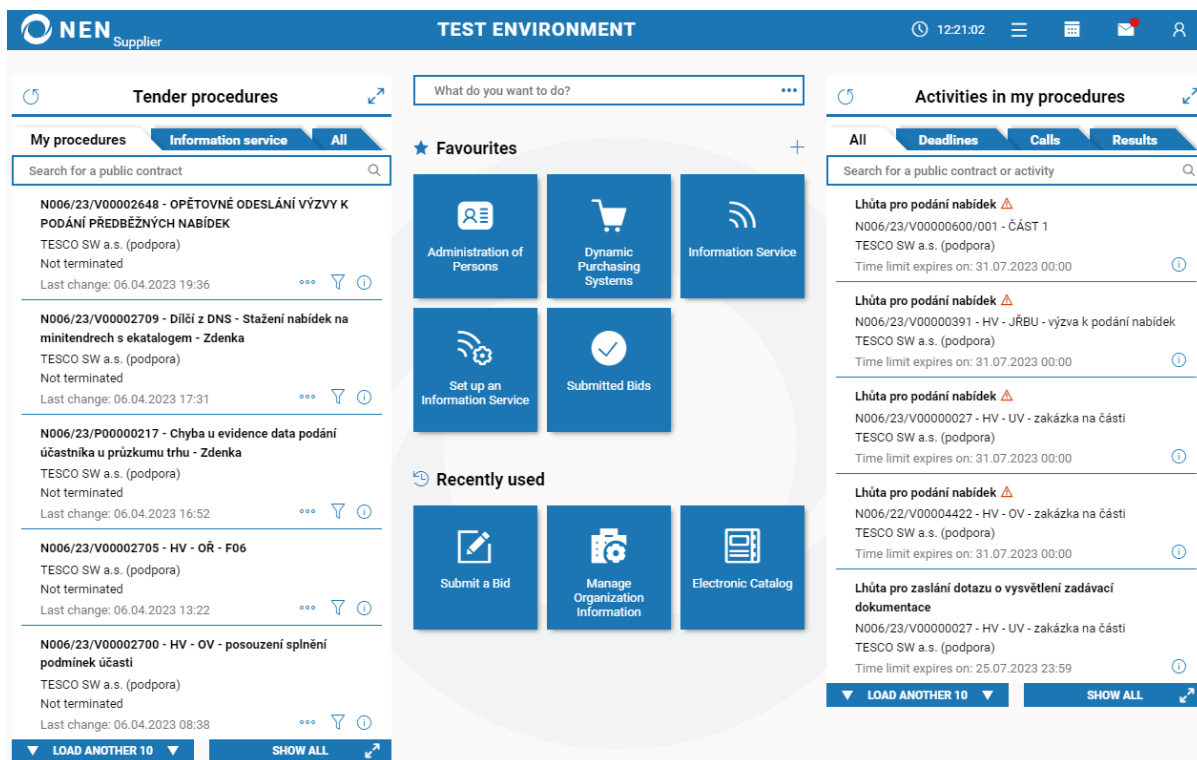
After logging into the system, applications are available under the "Signing and Encryption Add-ons" button at the bottom of the screen. Detailed information is displayed on the page after choosing the button.



## 1.3 HOMEPAGE OF THE NEW SUPPLIER'S ENVIRONMENT

After logging in to the system, you will see the following welcome screen, which is divided into the following basic blocks:

- **Dashboard** - contains user setting icons and, in particular, an icon for opening the internal communication in the system.
- **Supplier operations and Entity settings** - a complete list of suppliers' options in the system.
- **Favorites** – here, it is possible for a user to place any number of tiles that make up the task.
- **Tender procedures** - contains three tabs from which a list of tender procedures can be accessed
- **Activities in my tender procedures** - includes publications and other information of „My procedures“
- **Recently used** - here are the last three used tiles that are not currently set as “favorites”



Tiles represent all the available operations of a user. The list of displayed tiles depends on active user roles.

### 1.3.1 MAIN NEN PANEL

Icon	Meaning of icon
	Return to the NEN homepage from anywhere in the system. Upon return, windows will not close. You can also roll back through the active window switch icon.
	Switch between minimized background windows. The red circle indicates the current number of open windows in the background. Click the icon to set a desired window.
	Calendar: this shows the time limits for submitting bids and other important time limits. In the calendar, there are all the important notifications for „My procedures“.
	Internal communication in the NEN system. If you have received a new message, a red dot appears within the icon.
	Clicking on this icon allows a user to view personal settings or log out of the system.

### 1.3.2 NAVIGATION BAR

Navigation bar is displayed under the main panel when any form is open. It shows a path of the forms a user has accessed to get the currently displayed form. Clicking any previous item in the path, except the icon of „House“, moves the user to the selected form and closes all of the following forms.



Clicking on the "House" icon means a return to the home screen. Any open form is minimized in the background and can be reopened later through the minimized form icon. The "Cross" icon closes the current form and returns to the previous form or home screen.

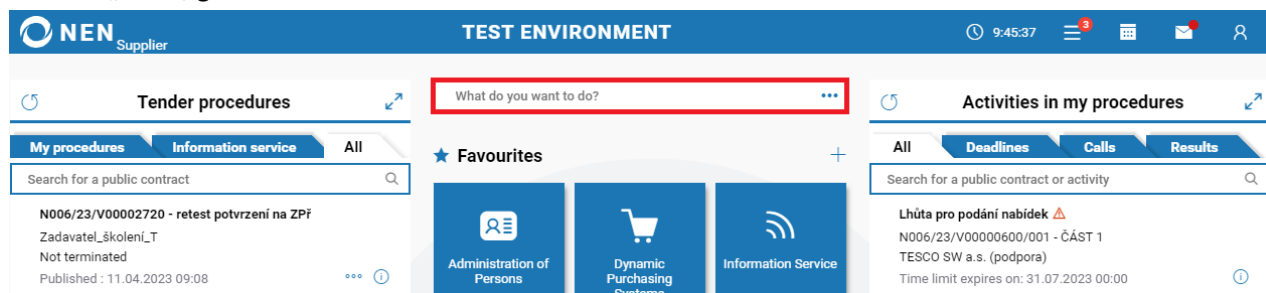
### 1.3.3 MEANING OF SYSTEM ICONS


Icon	Meaning of icon
	Updates the currently open form.
	Makes the form editable, editing can also be started by clicking on the form.
<b>SAVE</b>	Saves the changes made to the currently open form.
<b>DISCARD CHANGES</b>	Removes the currently executed and unsaved changes in the currently open form.
	This icon will display a search option.
	This icon displays detailed information about the relevant record, where it is located, or it could link to another location within the system.
	Icon to download a file from the system.
	The Quick Response button shows possible options for the appropriate record, such as bid, delete, etc.
	Filtering icon for a given column.
	Print the table
	Export the table to the selected format



































### 1.3.4 OPERATIONS OF SUPPLIER AND ENTITY MANAGEMENT

The red marked box serves to search for possible operations (hereinafter as „tiles“) in the system. It searches in a full-text name of a tile, the search box responds online, meaning the tiles starting with a given letter/letters are being displayed.

Clicking on the three dots within the search field shows all available tiles in the form of a list, with the option to switch and show them as tiles. All the available tiles can also be viewed through clicking on the „Plus“, green-framed below.



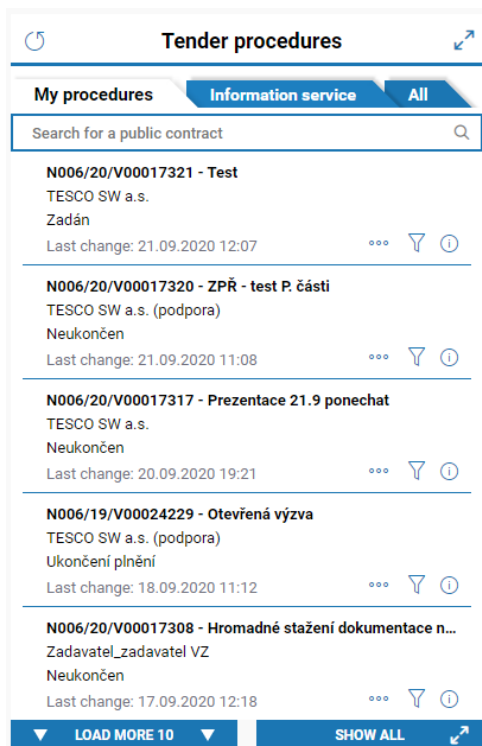
The following figure presents a list of all NEN supplier tiles. Click the icon  to place your favorites on the home screen.

Supplier's actions	Browse ...
 Communicate with the Contracting Authority	 Electronic Catalog
 Send a Non-participation Notification	 Deleted Documents
 Submit an Objection	 Documents of Tender Procedures
 Submit a Supplement to a Bid	 Dynamic Purchasing Systems
 Submit a Bid	 Electronic Acts of the Entity
 Provide a Response	 Information Service
 Response to the Call for Performance	 My Electronic Acts
 Request the Procurement Documents	 My Procurement Procedures
 Request an Explanation of the PD	 My User Operations and Tool Activities
 Withdraw a Bid	 Submitted Bids
	 Received Notifications
	 Received Calls
	 Register of Suppliers
	 Register of Innovation Partnership
	 Register of Qualification System
	 Register of Contracting Authorities
	 List of E-auctions
	 All Tender Procedures
	<b>Entity</b>
	 Set up an Information Service
	 Organization Settings
	 Set up External Notifications
	 Manage Contact Information for TP
	 Administration of Persons
	 Manage Organization Information



### 1.3.5 TENDER PROCEDURES

On the home screen (after logging in), tender procedures are sorted into three tabs and it is possible to switch between them. The system is significantly geared to working with "My procedures", for which the system displays time limits, received notifications, etc. The list of tender procedures is always displayed in the preview screen from the most up-to-date records. You can always see a full list of assignments from any bookmark.



#### My procedures

This tab contains the tender procedures under which the supplier was invited to participate, to which the supplier participates (eg bids), did some direct action (eg filed a request for explanation of the procurement documents, or added it manually).

#### Information service

Shows the tender procedures that match the information service policy settings.

#### All

It includes all the initiated and terminated tender procedures in the NEN system that suppliers can see.

To search for tender procedures, use the field "Search for a public contract". It is a fulltext search and it works with (I.) the NEN system number, (II.) Name of the tender procedure, (III.) Name of the contracting authority.

The following table explains the meaning of the icons on the list of tender procedures on the home screen.

Icon	Meaning of icon
	Filter activities by tender procedure - when this filter is selected, the activities in the left part of the home screen, within „All“ tab, are shown for the specific tender only.
	Detail of record - displays the details of the relevant tender procedure from which suppliers' operations can be performed. In general, the icon will always display detailed information about a record.
	Retrieves ten more records in order, always loads from the currently opened bookmark.
	Viewing a full list of tender procedures from a bookmark in a new active window.
	Viewing a full list of tender procedures from a bookmark in a new active window.

### 1.3.6 ACTIVITIES IN MY PROCEDURES

On the right-hand side of the home screen, see "Activities in my procedures," in this section it is possible to find all the publications and other structured information in relation to „My procedures“, only.

**Activities in my procedures**

All | Deadlines | Calls | Results

Search for a public contract or activity

- Lhůta pro podání nabídek**  
N006/23/V00000600/001 - ČÁST 1  
TESCO SW a.s. (podpora)  
Time limit expires on: 31.07.2023 00:00
- Lhůta pro podání nabídek**  
N006/23/V00000391 - HV - JŘBU - výzva k podání nabídek  
TESCO SW a.s. (podpora)  
Time limit expires on: 31.07.2023 00:00
- Lhůta pro podání nabídek**  
N006/23/V00000027 - HV - UV - zakázka na části  
TESCO SW a.s. (podpora)  
Time limit expires on: 31.07.2023 00:00
- Lhůta pro podání nabídek**  
N006/22/V00004422 - HV - OV - zakázka na části  
TESCO SW a.s. (podpora)  
Time limit expires on: 31.07.2023 00:00
- Lhůta pro zaslání dotazu o vysvětlení zadávací dokumentace**  
N006/23/V00000027 - HV - UV - zakázka na části  
TESCO SW a.s. (podpora)  
Time limit expires on: 25.07.2023 23:59

LOAD ANOTHER 10 | SHOW ALL

#### All

In this tab, all publications on tender procedures, key time limits, and received calls are to be found.

#### Deadlines

Only time limits are shown in this tab, the sooner a time limit expires, the higher it is shown in the list.

#### Calls

Here, for example, you can find a call for a submission of a bid sent by a contracting authority, etc.

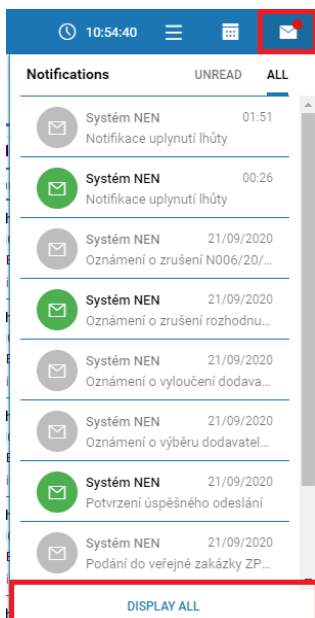
#### Results

Here it is possible to find information on the outcome of awarded procedures after it has been published by a contracting authority.

To search for certain Activities within „My procedures“, a full-text search field "Search for a public contract or activity" is available on the home screen, it searches by (I.) the NEN System Number, (II.) Name of the tender procedure, (III.) Name of a the contracting authority (IV.) Name of activity.

### 1.3.7 ELECTRONIC COMMUNICATION IN NEN

Communication between suppliers and contracting authorities in relation to a tender procedure is made primarily through the NEN internal mailbox. The NEN internal mailbox is assigned to each entity by the NEN operator when registering the entity and it serves for communication within the system, only.



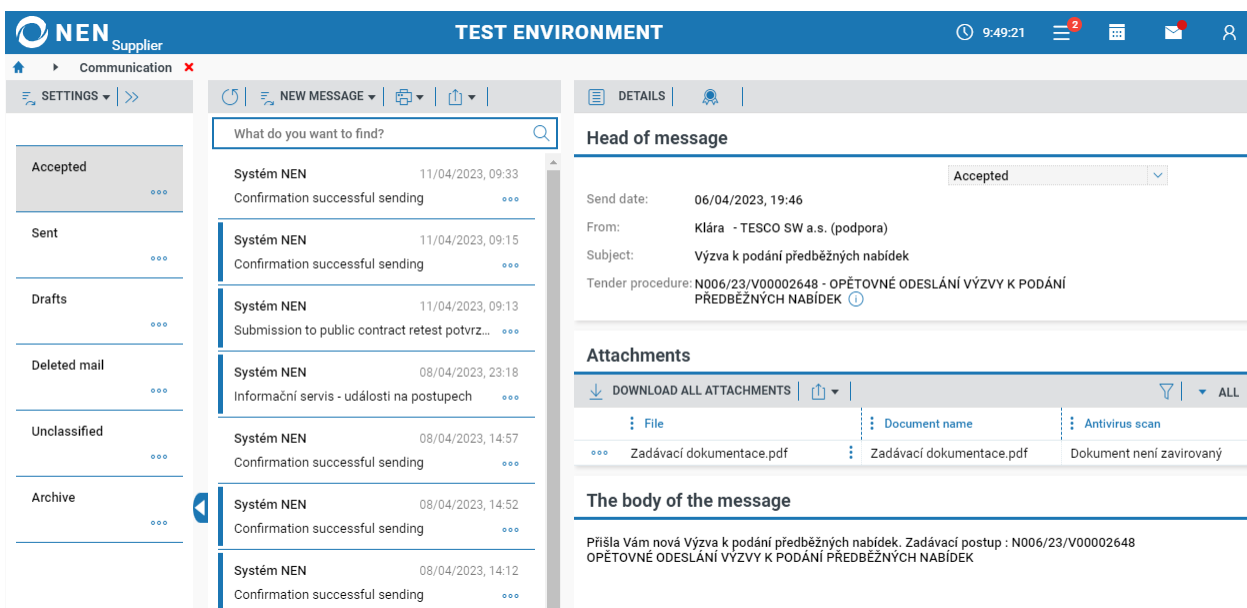
The internal NEN mailbox allows for the creation, sending, receiving, storing and viewing of data messages sent and received within the NEN system. It could be used, for example, in a situation where the contracting authority asks for explanations or documents.

Do not submit a bid through the internal mailbox, or request an explanation of procurement documents – these operations are available within the details of a tender procedure, under „Operation of the supplier“.

To view the entire content of a message, click on the message preview. Unread messages are highlighted in green, it changes after it is read to grey.

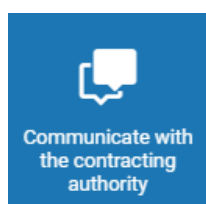
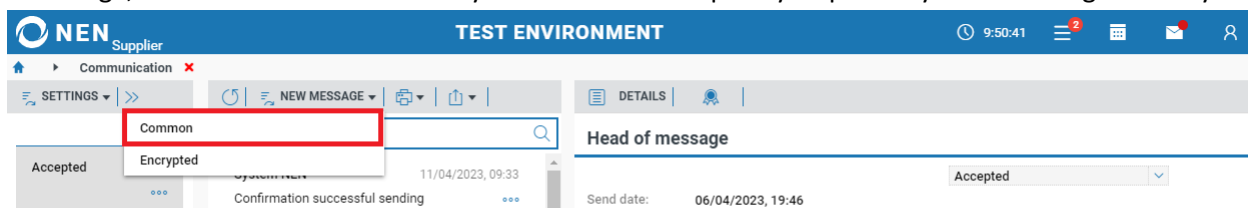
To access the internal mailbox, click the "Display All" button in the messages preview tab. You'll see the following "Communication" form, which behaves in general as an email client.

The content of the message is broken down into header, attachment, and message body. The header contains IDs and quick response buttons, such as "Answer". Attachments contain enclosed documents within a message, all enclosed documents can be downloaded at once. The body of the message contains a statement from a contracting authority or, if applicable, a user. In NEN, this can be done in a similar way to an e-mail client. When you click on the "Answer" button, all data that the Message Header contains are taken to a new message.



## New message

Creating a new message can be done from several locations in the NEN system. The form for preparing and sending a data message is always the same. Using the internal mailbox, it is possible to create a new message by choosing the "New message" button. Select "Common" for a nonencrypted message. For an encrypted message, it is necessary to share a certificate with a private key to decrypt a data message, this feature is not commonly used unless it is explicitly required by a contracting authority.



Communication with a contracting authority can be also started via the "Communicate with the contracting authority" tile. In this case, the system will offer a selection of procedures under which a user can send the message. It is recommended to choose this procedure when creating a new message, as the message head (Receipt Identifier, addressee) is pre-filled.

Select the tender procedure. You can use filter (Name of the tender, TED Number etc.).

The screenshot shows the 'Communication with the contracting authority' interface. It features a table with columns for 'NEN system number', 'TED registration nu...', 'Name of tender procedure', 'Current status of ...', 'Contracting aut...', 'Contracting authority's name', and 'Cont'. Two rows are visible, each with a 'SELECT' button.

	NEN system number ↓	TED registration nu...	Name of tender procedure	Current status of ...	Contracting aut...	Contracting authority's name	Cont
SELECT	N006/20/V00017329	17329 x	Manual basic tender	Neukončen	25892533	TESCO SW a.s.	Ing. Morg
SELECT	N006/18/V00017329		load test hybrid 4	Zadán	25892533	Zadavatel 1	AAA BBB

The form for preparing and sending a new message always looks as follows. Click the button to continue.

The screenshot shows the 'Communication with the contracting authority' interface with the 'NEW MESSAGE' form open. The form has a header with 'Communication with the contracting authority' and a 'NEW MESSAGE' button. Below the header, there are fields for 'Sender's organisation', 'Send date', 'Subject', 'Message type', 'Annexes', 'The body of the message', and 'Date'. The form is currently empty, and a message at the bottom states 'No records to be displayed in this list.'

If the message header is not pre-filled, fill in the assignment and the addressee via the "TO" button. After filling in the required fields and addressee, the "Send" and "Sign and submit" buttons will be active. After sending the message, you will always find it in the "Sent" folder of the internal mailbox.

Whenever possible, it is highly recommended to provide a link to the tender procedure.

NEN Supplier
TEST ENVIRONMENT
12:38:24

Communication with the contracting authority
Communication with the contracting authority
Message details

LIST OF MESSAGES
SAVE
DISCARD CHANGES
AUDIT DATA
OTHER
PRINT OF RECORD

**Head of message**

From: Mickey Mouse - Dodavatel - školení 1

\*Message type:

\*Subject:

Tender procedure: N006/18/V00017329 - load test hybrid 4 [🔗](#)

To: Zadavatel 1

**Attachments**

NEW
DOWNLOAD ALL ATTACHMENTS
ATTACH FILE FROM THE SYSTEM

File	Document name	Antivirus scan
<div style="border: 1px dashed #ccc; padding: 10px; width: fit-content; margin: 0 auto;"> <p><b>Room for your documents</b> To add documents you can drag and drop them here or use the button New</p> </div>		

**The body of the message**

\*The body of the message:  
0

SEND
SIGN AND SUBMIT

### Selection of adrese(s)

If the system requires manual selection of recipients, it will display the following form by pressing the TO button, where it is possible to find organizations and, where applicable, people (name and surname). It is necessary to mark the required recipient(s) with the "Green tick" and then choose the "Select addresses" button.

**NEN** Supplier **TEST ENVIRONMENT** 12:54:21

Communication > New unencrypted message > Addressees

MANAGE CONTACTS | MANAGE GROUP OF CONTACTS | PREREGISTRATION OF SUPPLIER

### List of addressees

SELECT ALL | DESELECT ALL | ALL

Name ↑	Name of registered organisation	Addressee category	Type of organisation	Organisation ID number
<input type="checkbox"/> 1.jizerskohorská stavební společ...		Organizace	Dodavatel	49904884
<input checked="" type="checkbox"/> 1. Třinecká sportovní, s.r.o.		Organizace	Dodavatel	25399420
<input type="checkbox"/> 1. Voodooohospodářská		Organizace	Dodavatel	12345789
<input type="checkbox"/> 20.1.2020-Test předregistrace		Organizace	Dodavatel	66325874
<input type="checkbox"/> 23		Organizace	Dodavatel	85265478
<input type="checkbox"/> 23.7.2020		Skupiny		
<input type="checkbox"/> 29.05.-II reg		Organizace	Dodavatel	77777777
<input type="checkbox"/> 29.05.- zkouška reg.		Organizace	Dodavatel	99999999
<input type="checkbox"/> 2ŠkoleníVěžeňská služba České r...		Organizace	Dodavatel	00212423
<input type="checkbox"/> 300120		Skupiny		
<input type="checkbox"/> 30012020		Skupiny		
<input type="checkbox"/> 30012020		Skupiny		
<input type="checkbox"/> 30012020		Skupiny		
<input type="checkbox"/> 31		Organizace	Dodavatel	21548798
<input type="checkbox"/> 3.10.2019		Skupiny		
<input type="checkbox"/> 321, a.s.		Organizace	Dodavatel	12345678
<input type="checkbox"/> 32dev s.r.o.		Organizace	Dodavatel	05851483
<input type="checkbox"/> 4P INVEST, s.r.o.		Organizace	Dodavatel	27740498
<input type="checkbox"/> 5		Organizace	Dodavatel	
<input type="checkbox"/> aa		Organizace	Dodavatel	12345678
<input type="checkbox"/> aa		Organizace	Dodavatel	12345678
<input type="checkbox"/> a a	TEST IČO	Uživatelé		41047039
<input type="checkbox"/> aaa		Organizace	Dodavatel	11112222
<input type="checkbox"/> aaa		Organizace	Dodavatel	12345678
<input type="checkbox"/> aaaa		Organizace	Dodavatel	
<input type="checkbox"/> aaaa		Organizace	Dodavatel	12345678
<input type="checkbox"/> aa aa	aa	Uživatelé		12345678
<input type="checkbox"/> AAAAAAAAAA		Organizace	Dodavatel	15784036

**SELECT ADDRESSEES**

## 2. DETAILED INFORMATION ABOUT A TENDER PROCEDURE

### 2.1 HOW TO FIND TENDER PROCEDURE

If the contracting authority does not provide the name of the public tender and other information directly in English, the data will always be presented in Czech. Find tender procedure could be tricky for you. On the main page open bookmarks tender procedures – all, click the button Show all. You will see the list of tender procedures which is access to you. Then you need to know the right information to search in each column.

NEN Supplier							13:23:12				
All tender procedures											
All											
Actual by deadline for the submission of bids											
Published today											
A change was published today											
SEARCH											
ALL											
NEN system number	Name of tender procedure	Current status of...	NIPEZ subject	Main place of perfor...	Contracting authority's name	Deadline for current submi...					
N006/20/V00017329	Manual basic tender	Neukončen	Srdeční chlopeň	Hlavní město Praha	TESCO SW a.s.	08/10/2020, 00:00					
N006/20/V00017326	Zakázka v cizí měně 3	Neukončen	Poštovní známky	Hlavní město Praha	Ministerstvo obrany	22/09/2020, 12:00					
N006/20/V00017325	Zakázka v cizí měně 2	Neukončen	Poštovní známky	Hlavní město Praha	Ministerstvo obrany	22/09/2020, 12:00					

#### 2.1.1 FIND TED EUROPE CONTRACT NOTICE IF IT'S POSSIBLE

Open contract notice and check I.3 Communication. **Maybe you can find a direct link to the tender procedure to the contracting authority's profile.** If the link is incorrect. Copy specific part of the link "N006/year/Vxxxxxx" (N006/20/V00017624) to clipboard and paste it to „NEN system number“ for selection.

22/09/2020 5184

I. II. III. IV. VI.

Czechia-Prague: Repair and maintenance services of security equipment

2020/S 184-444497

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Official name: Ministerstvo obrany  
National registration number: 60162694  
Postal address: Tychonova 221/1  
Town: Praha  
NUTS code: CZ010 Hlavní město Praha  
Postal code: 160 00  
Country: Czechia  
Contact person: Ing. Bc. Pavel Holotik  
E-mail: [oni.sva@army.cz](mailto:oni.sva@army.cz)  
Telephone: +420 973229823  
Fax: +420 973229805

Internet address(es):

Main address: <https://www.army.cz/>  
Address of the buyer profile: <https://www.nen.nipez.cz/>

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: [https://nen.nipez.cz/Zadavaci\\_postup/N006/20/V00017624](https://nen.nipez.cz/Zadavaci_postup/N006/20/V00017624)  
Additional information can be obtained from the abovementioned address  
Tenders or requests to participate must be submitted electronically via: [https://nen.nipez.cz/Zadavaci\\_postup/N006/20/V00017624](https://nen.nipez.cz/Zadavaci_postup/N006/20/V00017624)

Use the other information from the contract notice for selection in the application, see the next table.



Contract notice terminology	NEN colum name
Official name	contracting's autohority name
National registration number	contracting's autohority organization ID
Nuber under the name of the tender (2020/S 184-44497)	TED registration number
section II.1.1) Title	Name of tender procedure

Note: some columns may be hidden

## 2.1.2 HOW TO SELECT PUBLIC TENDER

See the list of tender procedures. Chose the column in which you want to make selection and enter the value you are looking for.

The screenshot shows the NEN Supplier interface with a search filter applied to the 'NEN system number' column. The filter value is 'N006/20/V00017329'. The table below shows the results of the search.

NEN system number	Name of tender procedure	Current status of ...	NIPEZ subject	Main place of perfor...	Contracting authority's name	Deadline for current submi...
N006/20/V00017329	Manual basic tender	Neukončen	Srdeční chlopeč	Hlavní město Praha	TESCO SW a.s.	08/10/2020, 00:00

The system return the list of public tenders corresponding to your value in specific column.

The screenshot shows the search results for the selected tender. The table below shows the details of the tender.

NEN system number	Name of tender procedure	Current status of ...	NIPEZ subject	Main place of perfor...	Contracting authority's name	Deadline for current submi...
N006/20/V00017329	Manual basic tender	Neukončen	Srdeční chlopeč	Hlavní město Praha	TESCO SW a.s.	08/10/2020, 00:00

Finally, click on the icon to view the detail information of the public tender.

The screenshot shows the detail information of the public tender. The table below shows the details of the tender.

NEN system number	Name of tender procedure	Current status of ...	NIPEZ subject	Main place of perfor...	Contracting authority's name	Deadline for current submi...
N006/20/V00017329	Manual basic tender	Neukončen	Srdeční chlopeč	Hlavní město Praha	TESCO SW a.s.	08/10/2020, 00:00



## 2.2 DETAILED INFORMATION ABOUT A PUBLIC TENDER PROCEDURE

Detailed information about a tender procedure can be viewed from many places in the NEN system, eg, from a list of tender procedures, via the icon for viewing detailed record information. The form is divided into bookmarks and the bookmarks are divided into blocks. If there is no information to display within a tab, the tab will not be seen. The detail of a tender procedure is presented in the following figure, the range of information displayed may not always be the same as below (depending on the type of tender procedure, etc.).

The screenshot shows the NEN Supplier interface for a tender procedure. The breadcrumb trail is: Home > All tender procedures > N006/20/V00017329 - Manual basic tender. The main navigation bar includes: OPERATIONS OF THE SUPPLIER, COMMUNICATION, DOCUMENTS, ADD TO MY TP, and PRINT OF RECORD. The interface is divided into three tabs: Information, Tender documentation, and Explanation of the tender documentation. The 'Information' tab is active and contains three sections:

- Basic information:** Contracting authority: TESCO SW a.s.; Contact person: Ing. Morgan Freeman PHD.; NEN system number: N006/20/V00017329; Name: Manual basic tender; Public contract regime: Nadlimitní veřejná zakázka; Type of tender procedure: Otevřené řízení; Type: Veřejná zakázka na dodávky; Estimated value (excl. VAT): 12,121,211.00; Currency: CZK; Deadline for current submission: 08/10/2020, 00:00; Type of current submission: Nabídka; Division into parts: No; Date of start of the tender procedure: 22/09/2020, 00:00; Date access granted in the NEN system: 22/09/2020, 11:24; Date of the last change: 22/09/2020, 12:39; Status of the tender procedure: Neukončen.
- Record of publication:** A table with columns 'Publications' and 'Date of publication'.
 

Publications	Date of publication
Uveřejnění vysvětlení zadávací dokumentace	22/09/2020, 12:39
Uveřejnění zadávacích podmínek	22/09/2020, 11:26
Uveřejnění změn na zadávacím postupu	22/09/2020, 11:24
- Subject items:** A table with columns 'Name of item', 'CPV code', and 'CPV name'.
 

Name of item	CPV code	CPV name
Srdeční chlopeč	33182220-7	Srdeční chlopeč

Below these sections is the **Subject matter and performance** section:

- Description of object: Stručný popis předmětu - brief description of the public contract
- Code from the NIPEZ code list: 33182220-7
- Name from the NIPEZ code list: Srdeční chlopeč
- Code from the CPV code list: 33182220-7
- Name from the CPV code list: Srdeční chlopeč
- Main place of performance: Hlavní město Praha

### 2.2.1 FUNCTIONALITY PANEL OF A TENDER PROCEDURE

The functionality panel serves a supplier to operate with a tender procedure. The panel is marked in red in the following figure. The content and function of the panel may be found within tiles as well. The only difference compared to the tile version is the presence of the list on the left where there is an overview of performed or upgraded operations. It is possible to manually add or remove a tender procedure to/from "My procedures".

This screenshot shows the same NEN Supplier interface as above, but with a red box highlighting the navigation bar. The highlighted area includes the 'OPERATIONS OF THE SUPPLIER' button and the 'ADD TO MY TP' button. The rest of the interface, including the 'Basic information' and 'Record of publication' sections, is visible but partially obscured by the red box.

## 2.2.2 INFORMATION - BOOKMARK

The information bookmark of a tender procedure is always displayed. It lists the most important information about a tender procedure, with the possibility to display detailed information about the contracting authority and the contact person for the procedure.

This bookmark is displayed in several blocks, describing: (I.) Basic information (II.) Subject matter and performance, (III.) Record of publication, (IV.) Subject items, (V.) Additional information

Home > All tender procedures > N006/20/V00017329 - Manual basic tender

OPERATIONS OF THE SUPPLIER | COMMUNICATION | DOCUMENTS | ADD TO MY TP | PRINT OF RECORD

Information | **Tender documentation** | Explanation of the tender documentation

### Basic information

Contracting authority:	TESCO SW a.s.
Contact person:	Ing. Morgan Freeman PhD.
NEN system number:	N006/20/V00017329
Name:	Manual basic tender
Public contract regime:	Nadlimitní veřejná zakázka
Type of tender procedure:	Otevřené řízení
Type:	Veřejná zakázka na dodávky
Estimated value (excl. VAT):	12,121,211.00
Currency:	CZK
Deadline for current submission:	08/10/2020, 00:00
Type of current submission:	Nabídka
Division into parts:	No
Date of start of the tender procedure:	22/09/2020, 00:00
Date access granted in the NEN system:	22/09/2020, 11:24
Date of the last change:	22/09/2020, 12:39
Status of the tender procedure:	Neukončen

### Record of publication

Publications	Date of publication
Uveřejnění vysvětlení zadávací dokumentace	22/09/2020, 12:39
Uveřejnění zadávacích podmínek	22/09/2020, 11:26
Uveřejnění změn na zadávacím postupu	22/09/2020, 11:24

### Subject items

Name of item	CPV code	CPV name
Srdeční chlopeč	33182220-7	Srdeční chlopeč

### Subject matter and performance

Description of object:	Stručný popis předmětu - brief description of the public contract
Code from the NÍPEZ code list:	33182220-7
Name from the NÍPEZ code list:	Srdeční chlopeč
Code from the CPV code list:	33182220-7
Name from the CPV code list:	Srdeční chlopeč
Main place of performance:	Hlavní město Praha

### 2.2.3 TENDER DOCUMENTATION - BOOKMARK

This bookmark is always displayed. It could contain the following blocks: Tender documentation, Other documents. Other documents are displayed only if there are any documents of this kind.

If a supplier requests access to procurement documents or to other documents, these documents will appear in the details of the procurement procedure in the "Other Documents" block. Such a user will be informed via an internal mailbox and an external email notification about being given access. Within all the blocks, there is a bulk download button, the button is available in the toolbar under the appropriate document block. All documents from a block will be downloaded in one ZIP file.

Tender documentation						
Document name	File	Document type	Link to file	Date of publicati...	Published	
Smlouva.docx	Smlouva.docx	Zadávací dokumenta...	https://nen-ref.nipez...	22/09/2020, 11:26	Ing. Morgan Freeman...	
Vyzva k podání nabídek.docx	Vyzva k podání nabídek.docx	Zadávací dokumenta...	https://nen-ref.nipez...	22/09/2020, 11:26	Ing. Morgan Freeman...	
Zadávací dokumentace.docx	Zadávací dokumentace.docx	Zadávací dokumenta...	https://nen-ref.nipez...	22/09/2020, 11:26	Ing. Morgan Freeman...	

Document name	File	Accessible from	Accessible until	Document type	
Studie bike sharing.pdf	Studie bike sharing.pdf	22/09/2020, 00:00	09/10/2020, 00:00	Písemná zpráva zada...	

### 2.2.4 EXPLANATION OF PROCUREMENT DOCUMENTS - BOOKMARK

The bookmark is displayed if at least one explanation of the procurement documents has been published or sent. The explanation is displayed in the figure below. To see the details of the explanation, it is necessary to choose the icon .

Explanation of the tender documentation				
Code	Name	Sent	Date and time sent	Date of publication
001	Vysvětlení ZD c. 1	✘		22/09/2020, 12:39

You can also sent a request for additional information via button



## 2.2.5 RESULT - BOOKMARK

The bookmark is displayed if any relevant information about the result of a tender procedure has been published. It contains the following blocks: (I.) Supplier with whom the contract has been entered into, (II.) Published documents, (III.) Price actually paid in each year of performance. The blocks are not displayed unless it contains any information.

Information Tender documentation Result

**Supplier with whom the contract has been entered into**

Date entered into	Contractual price excl. V...	Contractual price incl. V...	Official name	Organisatio...	Municipality
16/09/2020	1.00	1.01	STAMP UNI s.r.o.	26380561	

Contract published in accordance with other legislation  
Internet address at which the contract is located: <https://smlouvy.gov.cz/>

**Published documents**

DOWNLOAD ALL ATTACHMENTS

Document name	File	Document type	Link to file	Date of publicati...	Published
Výzva k podání nabídky včetně zadávací dokum...	Výzva k podání nabídky včetně ...		<a href="https://nen-ref.nipez...">https://nen-ref.nipez...</a>	16/09/2020, 12:10	Ing. Tomáš Kozubík
Výzva k podání nabídky včetně zadávací dokum...	Výzva k podání nabídky včetně ...	Výzva k podání nabídk...	<a href="https://nen-ref.nipez...">https://nen-ref.nipez...</a>	16/09/2020, 13:42	Ing. Tomáš Kozubík
Výzva k podání nabídky včetně zadávací dokum...	Výzva k podání nabídky včetně ...		<a href="https://nen-ref.nipez...">https://nen-ref.nipez...</a>	16/09/2020, 13:40	Ing. Tomáš Kozubík

**List of participants**

Official name	Organisatio...	Municipality	Bid price incl. VAT	Bid price excl. VAT
Hradec s.r.o.		Olomouc	2.08	2
STAMP UNI s.r.o.	26380561		1.01	1

## 2.6 PARTS OF A PUBLIC CONTRACT

The bookmark (Parts of public contract) is displayed when a tender is divided into parts and it shows an overview of individual parts of the tender. It is possible to display detailed record information by choosing the icon ⓘ. The detail of a part consists of the same bookmarks as a tender procedure.

NEN Supplier 12:25:40

OPERATIONS OF THE SUPPLIER COMMUNICATION DOCUMENTS ADD TO MY TP PRINT OF RECORD

Information Parts of a public contract Tender documentation

**Parts of a public contract**

Code	Name	NÍPEZ subject	State of TP
N006/20/V00017339/001	Část 1	Školní papír	Neukončen
N006/20/V00017339/002	Část 2	Samopropisovací papír	Neukončen

### 3 SUBMISSION OF AN ELECTRONIC BID

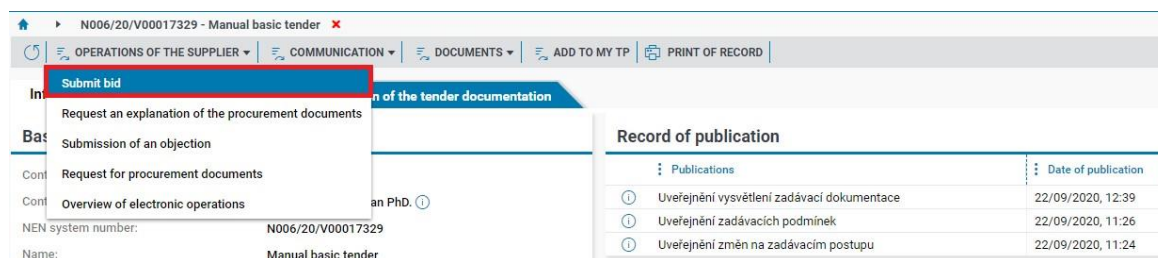
This chapter describes how to submit an electronic bid via the NEN system. The description below applies to other kinds of submissions, for example a pre-bid, a request to participate, a prior interest statement.

To submit an encrypted electronic bid, it is necessary to install the Crypto Native App and Crypto Web Extension add-ons, see chapter 1.2.

#### 3.1 PROCESS OF SUBMISSION OF AN ELECTRONIC BID

The process of the submission of an electronic bid can be initiated from multiple locations in the system.

From the detail of a tender procedure, choose "Operations of the supplier" and select "Submit bid". The system will always determine whether it is a bid or an indicative bid. The „Deadline for current submission” is validated by the systems and it’s not possible submit your bid after its expiry.



You will see the form shown in the following figure.

**Information about submission**

Contracting authority: TESCO SW a.s. (podpora)

Tender procedure: N006/23/V00002702 - VT -test

Deadline for the submission of bids: 15/04/2023, 00:00

\* Name of bid: Tender - Semena květin

The bid must be encrypted: No

Offer has not been sent yet. If you wish to sign the offer electronically before submitting, use Sign and send otherwise choose Send.

**Detail of the bid**

K001 - Nabídková cena

Weight: 100.00%

Currency: CZK (koruna česká)

Methods of price entry: Price without VAT and VAT tr

Price without VAT	VAT rate (%)	Price including VAT

VAT value: -

**Files**

Room for your documents  
To add documents you can drag and drop them here or use the button New

CHECK SUBMISSION SEND SIGN AND SEND

If the electronic bid is to be encrypted, the system will automatically prompt the user to enter a password to encrypt the data and documents. Remember this password, it is possible to uncover it by clicking on the "Eye" icon after filling it in. After entering the password, press "OK". This password does not provide the encryption for the purposes of submission, it serves a user for eventually editing the bid later.

As a result of a contracting authority's setup of a tender, the bidding form for a tender procedure may look different and may require more or less information to be filled in. However, the procedure for filling in and submitting offers will always be the same.

System automatically fill in "Name of bid", you can edit the name. Name of bid is an indication for the user, only. It is for identification of the bid and for eventual later editing. The contracting authority does not see this information. **Next, always fill in all the required fields (in yellow) within the form. The contracting authority specifies the structure in which the bid price is to be filled into the bid form. (Nabídková cena = bid price).** Selection criteria may not be specified in English.

**When filling in the bid price, pay attention to the currency.**

To upload documents, choose the "New" button in the "Files" block or use drag and drop. The number of files is not limited, the size of one file may not exceed 100 MB. It is possible to upload ZIP files into which multiple files have been compressed. If you need to paste a non-supported format file into NEN, it is necessary to compress it and upload it as a ZIP file.

When you choose the "New" button, you will see a line for uploading a file. Choose „UPLOAD FILE“, or move a file by dragging it to the "UPLOAD FILE" field to upload it into the system.

When all the mandatory fields are filled and documents uploaded choose the "SEND" or „SIGN AND SEND“ button to make the submission. If you use the SIGN AND SEND button, you need to install the web browser extension and the native Crypto APP see chapter 1.2 Crypto native APP and Crypto web extension. Select “Sign and send” only if it is specified in the tender conditions. The system will require use of qualified electronic signature.

The screenshot shows the NEN Supplier interface in a 'TEST ENVIRONMENT'. The top navigation bar includes the NEN logo, 'Supplier', and 'TEST ENVIRONMENT'. The breadcrumb trail is 'N006/23/V00002714 - Manual BT > Submit a Bid'. The main content area is titled 'Information about submission' and contains the following details:

- Contracting authority: Zadavatel\_školení\_T
- Tender procedure: N006/23/V00002714 - Manual BT
- Deadline for the submission of bids: 07/05/2023, 00:00
- Name of bid: Tender - Semena (highlighted in yellow)
- The bid must be encrypted: Yes

A red warning message states: "Offer has not been sent yet. If you wish to sign the offer electronically before submitting, use Sign and send otherwise choose Send." Below this is the 'Detail of the bid' section for item 'K001 - Nabídková cena'.

Methods of price entry	Price without VAT	VAT rate (%)	Price including VAT
Price without VAT and VAT r: (dropdown)	1,000,000.00	21	1,210,000.00
			VAT value: 210,000.00

The 'Files' section shows a table with columns for File, Title, and Characteristic. One file is listed: 'Vyzva.docx'. At the bottom right, there are buttons for 'CHECK SUBMISSION', 'SEND', and 'SIGN AND SEND'.

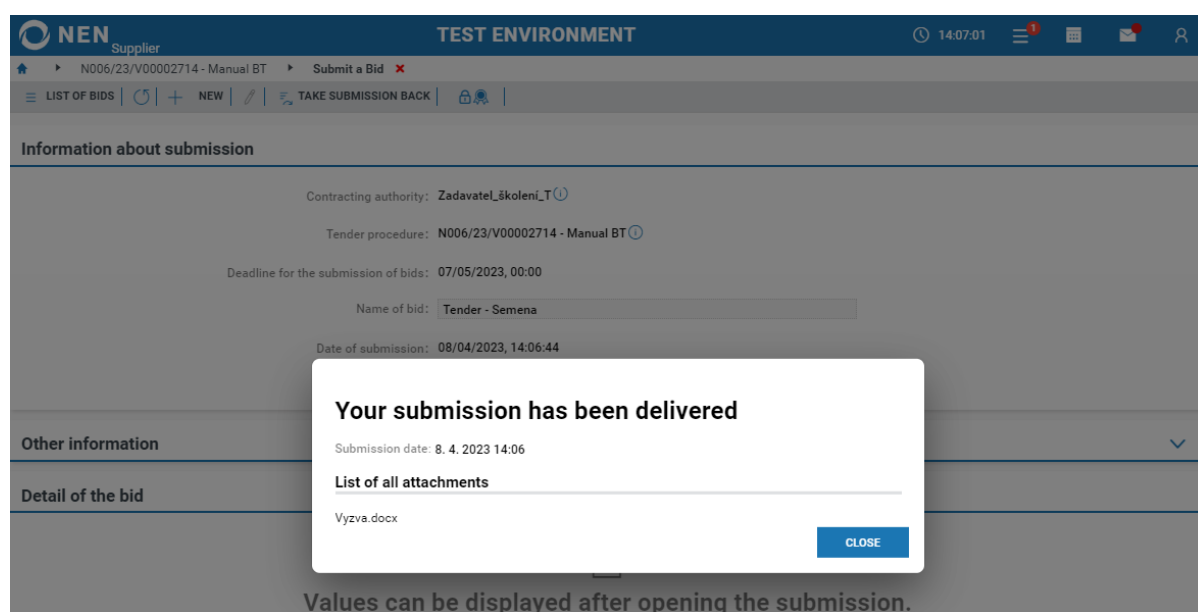
When you press the "SEND" button, the system may ask you to save the form, in which case you should save the changes to continue.



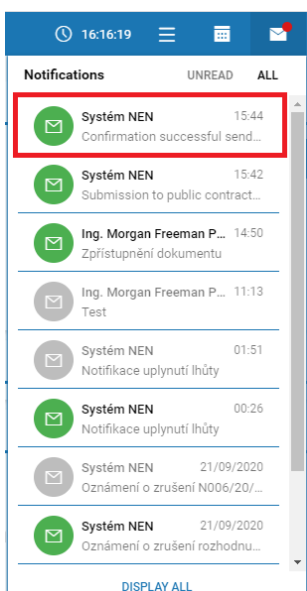
If the electronic bid is to be encrypted, then by pressing the "SEND" button, the system will display the form for encryption with the certificate provided by the contracting authority. To complete the process, press the red-marked "Encrypt" button. In the case of an atypical procedure, it is always possible to insert an encryption certificate manually.



Once the electronic submission has been sent, the system will inform you via notification with a list of enclosed documents and the date of delivery of the electronic bid.



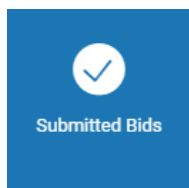
Please note that the electronic submission of the bid is considered to be delivered when the process is completed and received by the system, not by pressing the "SEND" or „SIGN AND SEND“ button within the bid form.



Immediately after completing the submission, you will receive a confirmation of execution of the operation in the internal mailbox. This information will also be recorded in the "My electronic actions" report.



## 3.2 OVERVIEW OF PERFORMED SUBMISSIONS



This functionality serves a supplier to access an overview of all submitted bids, requests to participate, etc., and is available through the tile "Submitted Bids". The listing of tenders submitted also includes all registered paper bids from NEN tender procedures. You can view the details of submissions via the "SELECT".

NEN Supplier		TEST ENVIRONMENT		9:27:47			
Submitted Bids							
	Contract NEN system number	Contract name	Name	Type of submission	Date of submission	Certificated f...	Open
SELECT	N006/23/V00002720	retest potvrzení na ZPř	Tender - Traktory	Tender	11/04/2023, 09:1...	×	×
SELECT	N006/23/V00002714	Manual BT	Tender - Semena	Tender	08/04/2023, 14:0...	×	×

If the deadline for the submission of bids / pre-bidding, or participation requests has not expired, the take-back request can be made from the details of the submission, see the next chapter. **Repeated submissions must be re-submitted in due time and within a specified time limit (Deadline for current submission).**

## 3.3 TAKE-BACK OF A BID

Electronic submissions may be taken back at any time before the time limit for a submission has passed. The contracting authority will not be able to open taken-back bids. It is possible to take back a bid from several places in the system, for example, directly from the submission to the tender procedure.

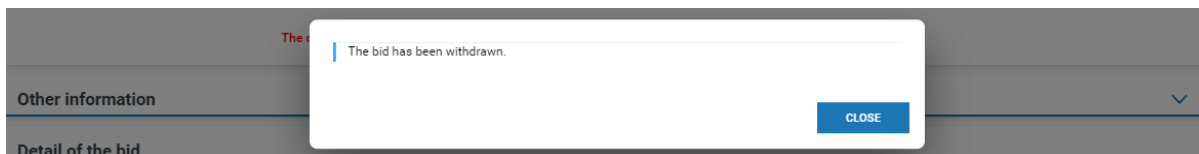
The screenshot shows the NEN Supplier interface in a 'TEST ENVIRONMENT'. The breadcrumb trail is 'N006/23/V00002714 - Manual BT' > 'Submit a Bid'. A red box highlights the 'TAKE SUBMISSION BACK' button in the navigation bar. Below the navigation bar, the 'Information about submission' section is visible, containing the following details:

- Contracting authority: Zadavatel\_školeni\_T
- Tender procedure: N006/23/V00002714 - Manual BT
- Deadline for the submission of bids: 07/05/2023, 00:00
- Name of bid: Tender - Semena
- Date of submission: 08/04/2023, 14:06:44
- Offer was submitted.

Below this section are 'Other information' and 'Detail of the bid' sections, both currently collapsed. At the bottom of the page, there is a note: 'Values can be displayed after opening the submission.'

It is also possible to perform this operation via the "Submitted bids" list. The button is located on the toolbar of the form and is available only in the case that a submission has been made and the time limit for the submission has not passed.

After the take-back, the system informs users via a notification.



Now you have access to the original values and files sent to the contracting authority. When the bid was taken back, you can prepare and send another bid. Be aware Deadline for the submission of bids.

NEN Supplier TEST ENVIRONMENT
14:13:29

N006/23/V00002714 - Manual BT Submit a Bid

LIST OF BIDS NEW CREATE A COPY OF THE SUBMISSION

---

**Information about submission**

Contracting authority: [Zadavatel\\_školení\\_T](#)

Tender procedure: [N006/23/V00002714 - Manual BT](#)

Deadline for the submission of bids: 07/05/2023, 00:00

Name of bid:

Date and time of withdrawal: 08/04/2023, 14:10:55

The bid must be encrypted: **Yes**

The offer was taken back.

---

**Other information**

---

**Detail of the bid**

K001 - Nabídková cena

Weight: 100.00% ✓ The item is an evaluation criterion

Currency: CZK (koruna česká) Price is evaluated without VAT

Methods of price entry	Price without VAT	VAT rate (%)	Price including VAT
Price without VAT and VAT r: <input type="text" value=""/>	1,000,000.00	21	1,210,000.00
			VAT value 210,000.00

---

**Files**

File Title ALL

File	Title	Characteristic
*** Vyzva.docx		

### 3.4 SUBMISSION OF A BID TO TENDER PROCEDURE DIVIDED INTO VARIANTS

In the case a tender procedure specification allows the submission of variants of bids in the system, it is possible to create multiple variations within one submission by pressing the "Add variant" button. The button is available only when it's allowed by contracting authority.

The screenshot shows the NEN Supplier interface in a 'TEST ENVIRONMENT'. The top navigation bar includes the NEN logo, 'Supplier', 'TEST ENVIRONMENT', and a clock showing 14:28:59. The breadcrumb trail is 'N006/23/V00002716 - VARIANTS' > 'Submit a Bid'. Below the navigation are buttons for 'LIST OF BIDS', 'SAVE', and 'DISCARD CHANGES'. The main content area is titled 'Information about submission' and contains the following details:

- Contracting authority: Zadavatel\_školeni\_T
- Tender procedure: N006/23/V00002716 - VARIANTS
- Deadline for the submission of bids: 07/05/2023, 00:00
- Name of bid: Tender - Semena
- The bid must be encrypted: Yes

A red warning message states: "Offer has not been sent yet. If you wish to sign the offer electronically before submitting, use Sign and send otherwise choose Send." Below this is the 'Detail of the bid' section for item 'K001 - Nabídková cena'. It includes an 'Add variant' button and the following information:

- Weight: 100.00%
- Currency: CZK (koruna česká)
- Price evaluation: The item is an evaluation criterion, Price is evaluated without VAT.

Methods of price entry	Price without VAT	VAT rate (%)	Price including VAT
Price without VAT and VAT <input type="checkbox"/>	6,000,000.00	21	7,260,000.00
			VAT value 1,260,000.00

The second screenshot shows the same interface at 14:31:08. The 'Add variant' button is now active, and a new variant 'Tender - Semena' has been added. The 'Detail of the bid' section shows the variant name 'Tender - Semena' and the same pricing information as the first screenshot.

The forms for the individual variants are identical, after completing all the variants, complete the submission of the electronic bid in the manner described in chapter 2.1.

### 3.5 SUBMISSION OF A BID TO A TENDER PROCEDURE DIVIDED INTO PARTS

The process of preparing a bid is the same as described in chapter 2.1 . The only difference is (when a tender is divided into parts) that a supplier has to mark a part/parts of the tender procedure where they want to perform a submission.

After selecting the appropriate part/parts, you will see a form where you should proceed as described in Chapter 2.1 (fill the form).

When all the mandatory fields are filled and documents uploaded choose the "SEND" or „SIGN AND SEND“ button to make the submission. Select “Sign and send” only if it is specified in the tender conditions. The system will require use of qualified electronic signature.

## 4 OTHER SUPPLIERS' OPERATION

All the following operations are available from the detail of a tender procedure or by choosing a tile.

### 4.1 REQUEST FOR AN EXPLANATION OF PROCUREMENT DOCUMENTS

This operation is available under "Request an explanation of the procurement documents".

The screenshot shows the NEN system interface for a tender procedure. The breadcrumb trail is: N006/20/V00017329 - Manual basic tender. The main menu includes: OPERATIONS OF THE SUPPLIER, COMMUNICATION, DOCUMENTS, REMOVE FROM MY TENDER PROCEDURES, and PRINT OF RECORD. A dropdown menu is open under 'OPERATIONS OF THE SUPPLIER', with 'Request an explanation of the procurement documents' highlighted in a red box. Other options include: Submit bid, Request an explanation of the tender documentation, Submission of an objection, Request for procurement documents, Overview of electronic operations, and an option with a question mark. The right sidebar shows 'Record of publication' and 'Subject items' tables.

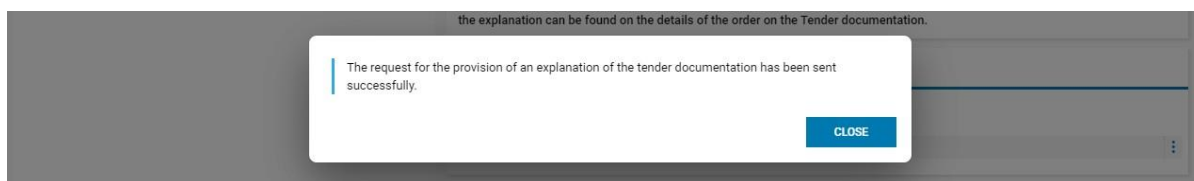
Publications	Date of publication
Uveřejnění vysvětlení zadávací dokumentace	22/09/2020, 12:39
Uveřejnění zadávacích podmínek	22/09/2020, 11:26
Uveřejnění změn na zadávacím postupu	22/09/2020, 11:24

Name of item	CPV code	CPV name
Srdeční chlopeč	33182220-7	Srdeční chlopeč

You will see the form shown in the following figure.

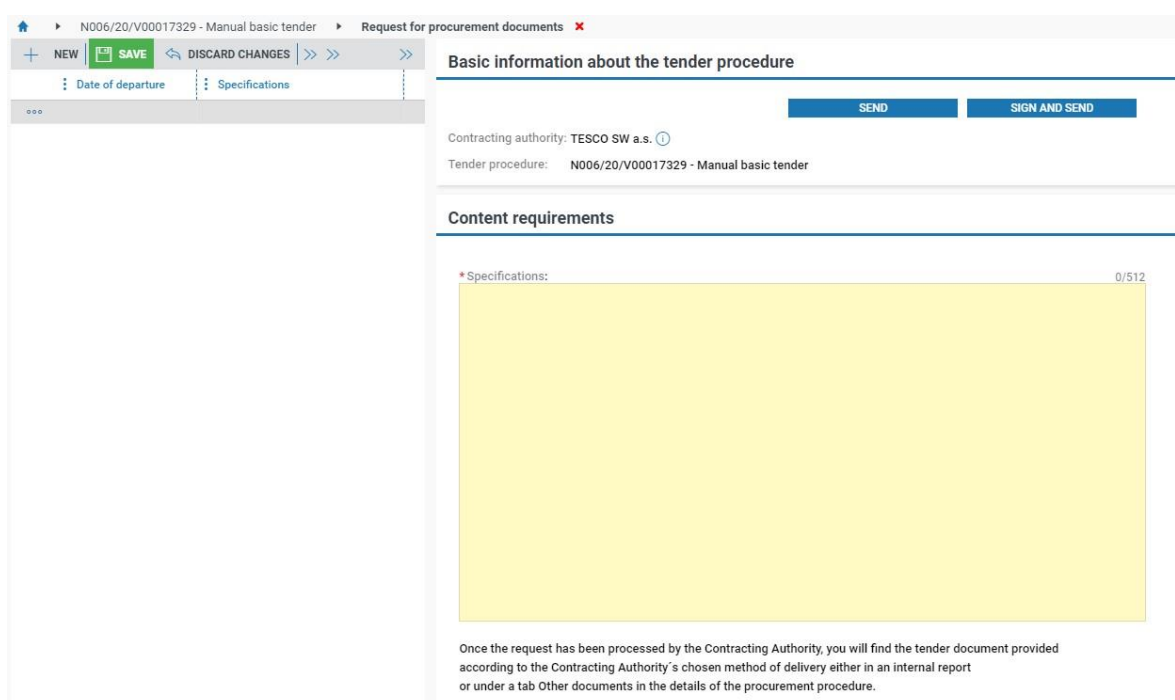
The screenshot shows the NEN system interface for a supplier in a test environment. The breadcrumb trail is: N006/23/V00002717 - PARTS > Request an explanation of the procurement documents. The main menu includes: LIST OF MESSAGES, SAVE, DISCARD CHANGES, AUDIT DATA, OTHER, and PRINT OF RECORD. The 'Head of message' section shows: From: Mickey Mouse - Dodavatel - školení 1; Message type: Žádost o poskytnutí vysvětlení zadávací dokumentace; Subject: Žádost o poskytnutí vysvětlení zadávací dokumentace; Tender procedure: N006/23/V00002717 - PARTS; To: Zadavatel\_školeni\_T. The 'Attachments' section has a 'Room for your documents' area. The 'Other information' section shows 'Replied to: No'. The 'The body of the message' section contains the following text: Vážený zadavateli, v příloze naleznete žádost o poskytnutí vysvětlení zadávací dokumentace. Zadávací postup: N006/23/V00002717 - PARTS. S pozdravem, Dodavatel - školení 1. At the bottom right, there are 'SEND' and 'SIGN AND SUBMIT' buttons.

To send the request, choose the „SEND“ button. The system will give a notification about the successful sending of the request.



## 4.2 REQUEST FOR PROCUREMENT DOCUMENTS

In the case that a part of the procurement documents is accessible on request, the supplier may submit the following request by choosing „Request for procurement documents“. The supplier may be asked by a contracting authority to sign a confidentiality agreement or a similar document in this case.



## 4.3 SUBMISSION OF AN OBJECTION

This operation is to be found under "Submission of objection".

The screenshot shows the NEN system interface for a tender procedure. A dropdown menu is open, and the option "Submission of an objection" is highlighted with a red box. Other options include "Submit bid", "Request an explanation of the procurement documents", "Request for procurement documents", and "Overview of electronic operations".

Publications	Date of publication
Uveřejnění vysvětlení zadávací dokumentace	22/09/2020, 12:39
Uveřejnění zadávacích podmínek	22/09/2020, 11:26
Uveřejnění změn na zadávacím postupu	22/09/2020, 11:24

Name of item	CPV code	CPV name
Srdeční chlopeč	33182220-7	Srdeční chlopeč

You will see the form shown in the following figure.

The screenshot shows the NEN system interface for a tender procedure. The form is titled "Submission of an objection" and is displayed in a "TEST ENVIRONMENT".

**Head of message**

From: Mickey Mouse - Dodavatel - školení 1

\* Message type: Odeslání námítky zadavateli

\* Subject: Odeslání námítky zadavateli

Tender procedure: N006/23/V00002717 - PARTS

To: Zadavatel\_školeni\_T

**Attachments**

Room for your documents  
To add documents you can drag and drop them here or use the button New

**Other information**

Replied to: No

**The body of the message**

\* The body of the message: 128

Vážený zadavateli,  
v příloze naleznete námítku.  
Zadávací postup: N006/23/V00002717 - PARTS.  
S pozdravem

SEND SIGN AND SUBMIT

To send the objection, choose the „SEND“ button. The system will give a notification about the successful sending of the objection.

## 5 ELECTRONIC AUCTION

### 5.1 ENTRANCE TO THE VIRTUAL AUCTION HALL

There is a several way how to open virtual auction hall, see the following options. If the e-auction specification is completed, the contracting authority will send you an "Invitation to e-auction". In the right part of the screen, in the "Calls" tab, click on the icon next to the Call for e-auction.

The screenshot shows the 'Tender procedures' interface. On the left, there is a list of procedures, with the first one 'N006/20/V00017345 - E\_auction\_manual' highlighted. On the right, there is a 'Calls' tab in the 'Activities in my procedures' section, which contains a red-bordered box with the text: 'Výzva k podání nabídek N006/20/V00017345 - E\_auction\_manual TESCO SW a.s. Added: 23.09.2020 13:04'.

Invitation to e-auction is also available under "Communication" on the relevant tender procedure. See chapter How to select public tender.

The screenshot shows the details of a tender procedure. The 'Communication with the contracting authority' dropdown menu is open, and the 'Calls' option is highlighted with a red box. The 'Record of publication' table shows a single entry: 'Uveřejnění zadávacích podmínek' published on '23/09/2020, 12:40'.

The virtual auction hall can also be entered directly from the Operations of the supplier on the relevant tender procedure. See chapter How to select public tender.

The screenshot shows the details of a tender procedure. The 'OPERATIONS OF THE SUPPLIER' dropdown menu is open, and the 'E-auction' option is highlighted with a red box. The 'Subject items' table shows a single entry: 'Letecký petrolej' with CPV code '09131000-6' and name 'Letecký petrolej'.



## 5.2 DESCRIPTION OF THE VIRTUAL AUCTION HALL

The virtual auction hall is accessible only within the specified period by contracting authority. During the electronic auction, various data on the form are available to you. The scope of the displayed information may vary depending on the settings of the electronic-auction by the contracting authority. For example there could be more auction criteria

**State of the auction round**

Remains: **2 hodiny 52 minut 54 sekund**  
Termination of round: 23. 9. 2020 15:45:00  
Order of round: 1/1  
Total number of attending persons: 2  
Current rank: **1**

**Auction hall information**

Tender: N006/20/V00017345 - E\_auction\_manual  
Contracting authority: TESCO SW a.s.  
Contact person: Ing. Morgan Freeman PhD.  
Time until the end: 0:14:09 (středa 23. 09. 2020 13:06:15)  
Evaluation formula:

**My bid** *The last round of the E-auction is underway!* Last change of auction values: 23. 9. 2020 12:51:15

Criterion	Unit	My current	The best bid	The best value	New	Min value	Max value
K001 - Nabídková cena	CZK	890,000.00	890,000.00	890,000.00	890,000.00	445,000.00	885,550.00

**Bids of other participants in the E-auction**

Criterion	Unit	Another supplier
K001 - Nabídková cena	CZK	900,000.00

**Messages** HIDE MESSAGES

**Question xy**  
23. 9. 2020 12:55:07

answer  
23. 9. 2020 12:56:45

Write a message...

**SEND MESSAGE**

During the electronic auction you can communicate with contracting authority via Messages (Open Message of the auction). The text should be anonymous (ie do not state the name of the company, etc).

## 5.3 NEW AUCTION VALUE

To submit a new auction value, the contracting authority may limit its value. This range is given as "Min. value" and "Max. value". In the yellow box under "New", enter a value that does not exceed Min. value and Max. value and click on the "BID" button. The submission system registers and automatically adjusts the all values in the form.

The screenshot shows the 'My bid' section of an e-auction interface. The 'New' value field is highlighted in yellow and contains the value 994,000.00. Below it is a blue 'BID' button. The interface also displays the current round status, auction hall information, and a table of bids from other participants.

Criterion	Unit	My current	The best bid	The best value	New	Min value	Max value
K001 - Nabídková cena	CZK	994,000.00	900,000.00	900,000.00	994,000.00	450,000.00	895,500.00

**Auction values can be changed until the end of the auction round.** The auction round may end before the "Termination of round". There could be another rules defined by contracting authority, see the "Time until the end" too.

If the contracting authority has included more than one criterion in the e-auction, a bid can be made in one of the auction criteria.

The screenshot shows the 'My bid' section of an e-auction interface. The 'New' value field is highlighted in yellow and contains the value 890,000.00. Below it is a blue 'BID' button. The interface also displays the current round status, auction hall information, and a table of bids from other participants.

Criterion	Unit	My current	The best bid	The best value	New	Min value	Max value
K001 - Nabídková cena	CZK	890,000.00	890,000.00	890,000.00	890,000.00	445,000.00	885,550.00

## 6 INFORMATION SERVICE

Information service is a function that serves to send notifications to suppliers of newly launched tender procedures initiated in NEN according to set search parameters.

### 6.1 SETTING OF INFORMATION SERVICE

It is possible to set more filters for searching of newly published tender procedures in the system. The search result from all the filters is displayed within the "Information Service" tab, accessible from the homepage, see the next chapter.

"Set up information service" is to be found in the management of the entity. To create a new filter, choose the "Create service button. Set the setting and press the "Save" button to make the filter active.

**Settings of information service**

\* Designation:  [HELP WITH EXAMPLES](#)  
[SET FORWARDING TO EMAIL](#)

I wish to watch the following events:

Publication of the commencement  
 Publication of result

I wish to be notified as follows:

View in the Information Service  
 Send a message to the mailbox in NEN

**Criteria according to which I want to filter:**

Type  Expected place of performance  
 Estimated value  Contracting authority  
 CPV/NIPEZ  Text in the name of the tender procedure or description of the subject matter

**Type**

Supplies  Services  Construction work

**Estimated value**

Warning: In case of determination of the estimated value of the amount, the procedures will be notified where the sponsor publishes the procedure the expected value. In case of simultaneous determination of monitoring by means of a public procurement scheme (i.e. above-limit, etc.), the procedures will be notified in accordance with a scheme for which the predicted value was not published. Wip If the tracking is specified only using the public procurement mode (i.e. Above-limit, etc.) Procedures will be notified, without regard to the publication of the expected value of the contract.

Estimated value excluding VAT (CZK) from  to

Above-threshold  Below-threshold  Small-scale public contract

If the filter is too general and too many tenders are going to be shown, adjust the filter and make it more specific.

## 6.2 MONITORING OF TENDER PROCEDURES

The results of the search according to the set parameters within the information service are to be found in the left part of the homepage, under the "Information service" tab. Only previews of the latest tenders are displayed. Choose the icon for viewing detailed information about a tender procedure, where you can manually add it to "My procedures" if interested in a tender.

If you want to view all the tender procedures found by the information service, choose the icon to display the entire list.

In the list, the tender procedures may be managed further. For lucidity, it is recommended that you delete tenders that you have read and where there is no interest.

Read	NEN system number	Name of tender procedure	Current status of ...	NIPEZ subject	Contracting authority's na...	Deadline for current sub...
	N006/20/V00017280	Název_lokomotiva LB	Zadán	Lokomotivy	Zadavatelská školící, s.p.	16/09/2020, 12:05
	N006/20/V00017288	Kontejnery	Zadán	Kontejnery a nádoby ...	Zadavatelská školící, s.p.	16/09/2020, 12:05
	N006/20/V00017260	Mobilní kontejnery - LM	Neukončen	Mobilní kontejnery pr...	BESKI z.s.	15/09/2020, 10:25
	N006/20/V00017200	Testovací zadání	Zadán	Prívěsy a návěsy kara...	Ministerstvo obrany	08/09/2020, 19:00
	N006/20/V00017202	Testovací zadání - ZP s průvodc...	Zadán	Prívěsy a návěsy kara...	Ministerstvo obrany	09/09/2020, 06:00
	N006/20/V00017163	RD na servis a provedení TK a ME	Neukončen	Opravy a údržba auto...	Ministerstvo obrany	12/09/2020, 23:59
	N006/20/V00017126	ORŘ - test P.	Neukončen	Sklápači nákladní auta	TESCO SW a.s. (podpora)	06/09/2020, 00:00

## 7 MANAGEMENT OF ENTITY

### 7.1 CHANGE OF ORGANIZATION'S INFORMATION

To modify entity information click to the form, but not everything can be changed. Once you have made a change, always choose the "Save" button on the form menu. You can also sent request for:

- Change to official name
- Request for the removal of external administrator permissions
- Request to cancel registration

NEN Supplier
TEST ENVIRONMENT
15:00:04

SAVE | DISCARD CHANGES | REQUESTS | MY USER OPERATIONS AND TOOL ACTIVITIES | PRINT OF RECORD

**Basic Information** | **Documents**

---

**Basic informations about organisation**

External administrator: **Yes**

Foreign organisation: **Yes**

Official name: **Dodavatel - školení 1**

Other identifier:

The supplier is a small or medium-sized enterprise

Modified data from the Register of Persons

VAT ID number:

\* Organisation's legal form:

\* E-mail:

\* Phone 1:

---

**Registered Seat/Place of Business**

\* City, Postal code:

Street, Land registry number, Building number:

Part of municipality:

\* Country - code:

\* NUTS code:

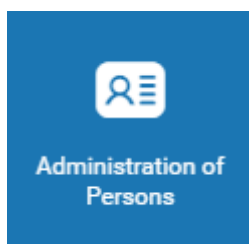
---

**Additional informations about organisation**

## 7.2 MANAGEMENT OF USERS

A person's registration is always tied to a particular organization and is made by the "Administrator of the entity". By registering, a person will gain access rights to NEN for a certain organization. If a person is registered with multiple organizations, there are multiple access details.

### 7.2.1 HOW TO ADD A NEW USER



Under the „ Administration of Persons“ tile, choose the "New" button and fill in at least the mandatory fields that are colored yellow. Optional fields may be filled in later by a user. Make sure the email address you entered is correct, the registration email will be sent to the user with instructions for completing the user registration and entering the password for the NEN system and set the user's permissions.

The screenshot shows the NEN Supplier interface in a TEST ENVIRONMENT. The main window displays a table of users with columns for Name, Surname, User, and Department. The table contains various user entries, including administrators and test users. On the right side, the 'Personal details' form is visible, with several fields highlighted in yellow to indicate mandatory information. These fields include Name, Surname, Department, and E-mail. Other fields like Title before/after, Job position, Phone, and Mobile phone are optional. Below the form, there is a section for 'Authorization of a person' with several checkboxes, some of which are checked, indicating the user's permissions.

Name	Surname	User	Department
ext	adm	REXTADMDD0A1	test1
externí	administrátor	REXTADMDD0A2	Dodavatel - školení 1
Alexej	Alexej	RALEALEDD0A1	Dodavatel - školení 1
Alena	Bělohorská	RALEBELDD0A1	Dodavatel - školení 1
Exter	Brazil	REXTBRADD0A1	
Testovací	Dodavatel	RTESDODDD0A1	Dodavatel - školení 1
Testovací	Dodavatel	RTESDODDD0A2	Dodavatel - školení 1
Testovací	Dodavatel3	RTESDODDD0A3	Dodavatel - školení 1
Testovací	Dodavatel4	RTESDODDD0A4	Dodavatel - školení 1
Kačer	Donald	RKACDOND0A1	Dodavatel - školení 1
RP	EXT_ADMIN	RRPEXTDD0A1	
Řídící	exter	RRIDEXTDD0A1	Dodavatel - školení 1
Brazil	Exter	RBRAEXTDD0A1	
asd	fgh	RASDFGHDD0A1	
Rad	Foj	RRADFOJDD0A1	Dodavatel - školení 1
ertesgfs	fsggfdsgds	RERTFSGDD0A1	Dodavatel - školení 1
Pepa	Hnátek	RPEPHNAD0A1	Dodavatel - školení 1
Pepa	Hnátek	RPEPHNAD0A2	Dodavatel - školení 1
Pavel	Horák	RPAVHORD0A1	Útvar Z
Petr	Horák	RPETHORD0A1	Útvar Z
Pet	Kla	RPETKLAD0A1	Dodavatel - školení 1
Jardo	Kur	RJARKURDD0A1	Dodavatel - školení 1
Eva	Mat	REVAMATDD0A1	Dodavatel - školení 1
Eva	Mat	REVAMATDD0A2	Dodavatel - školení 1
Eva	Mat	REVAMATDD0A3	Dodavatel - školení 1

Choose the "Save" button to complete the person's registration. After pressing the „Save“ button, instructions will be sent by email to complete the registration.

To complete the user's registration in the system, a user has to confirm and complete the registration. The procedure for completing a person's registration is shown below.

**To confirm the registration, a user has to click the link in the mail within the specified time. Clicking on the link will redirect the user to the NEN system to set a user password. The password must consist of at least 8 characters, of which at least one is a capital letter, lowercase and a digit.**

**Description of possible user's authorizations:**

### **Administrator of entity**

An Administrator of an entity has the main authorization and is entitled to:

- manage the entity's internal structure;
- make changes to the entity's data;
- register and administer users, including changing passwords, contact emails, and personal information;
- manage access permissions for users.

### **Participant of tender procedure**

A user designated as a "Participant of tender procedure" is able to perform all operations within tender procedures. A user with this authorization has the right to take all the steps required to participate in a tender procedure. These steps include, for example:

- Submitting an electronic bid;
- Taking back a bid;
- Submitting an objection;
- Submitting a request for explanation of procurement documents;
- Submitting a request for a protocol access.

### **Observer**

A user designated as an "Observer" is authorized to view all structured or unstructured data relating to a particular tender procedure under a relevant entity's unit (if set).

## 7.2.2 SUSPENSION OF A USER'S ACCESS AND CHANGE OF PASSWORD

The administrator of an entity may remove a user's permission to access the system. The removed access may be restored without requiring a new person to be added.

To suspend a permission, select the appropriate person in the left part of the list, you can also use the filtering icons in the case of large number of records. When you mark a person in the list, the "Change to the user's password" and "User access suspended" buttons will appear on the right. A user may also change the password himself.

"Restore access to a user" - to restore access to a user with temporarily suspended access.

The screenshot shows a web application interface for 'People management'. On the left is a table of users, and on the right is a 'Personal details' panel for the selected user 'Pet'.

Name	Surname	User	Department
Alexej	Alexej	RALEALEDODA1	Dodavatel - školení 1
Exter	Brazil	REXTBRADODA1	
Alena	Bělohradská	RALEBELDODA1	Dodavatel - školení 1
Kačer	Donald	RKACDONDODA1	Dodavatel - školení 1
RP	EXT_ADMIN	RRPEXTDODA1	
Brazil	Exter	RBRAEXTDODA1	
Rad	Foj	RRADFOJDODA1	Dodavatel - školení 1
Pepa	Hnátek	RPEPHNADODA1	Dodavatel - školení 1
Pepa	Hnátek	RPEPHNADODA2	Dodavatel - školení 1
Pet	Kla	RPETKLADODA1	Dodavatel - školení 1
Jardo	Kur	RJARKURDODA1	Dodavatel - školení 1
Eva	Mat	REVAMATDODA1	Dodavatel - školení 1
Eva	Mat	REVAMATDODA2	Dodavatel - školení 1
Eva	Mat	REVAMATDODA3	Dodavatel - školení 1
Eva	Mat	REVAMATDODA4	Dodavatel - školení 1
Mickey	Mouse	RMICMOUDODA1	Dodavatel - školení 1
Jan	Nen	RJANNENDODA1	Dodavatel - školení 1
Jan	Novák	RJANNOVDODA10	Dodavatel - školení 1
Jana	Nováková	RJANNOVDODA15	Dodavatel - školení 1
Test	Osoby	RTESOSODODA1	Dodavatel - školení 1
Petr	Pann	RPETPANDODA1	Dodavatel - školení 1
Pozorovatel	Pozorovatel	RPOZPOZDODA1	Dodavatel - školení 1
Test	Rychlosti	RTESRYCDODA1	Dodavatel - školení 1
H	V	RHANVALDODA2	Dodavatel - školení 1

**Personal details**

Buttons: CHANGE TO THE USER'S PASSWORD, USER'S ACCESS SUSPENDED

Title before: [ ] Title after: [ ] \* Name: **Pet** \* Surname: **Kla**

\* Department: **Dodavatel - školení 1** Personal number: [ ]

Job position: [ ] User: **RPETKLADODA1**

\* Phone - work: **+420 123654789** Mobile phone: [ ]

\* E-mail: **petra.klan**

Valid from: **20/03/2018, 10:53** Active user: **Yes**

Contact person

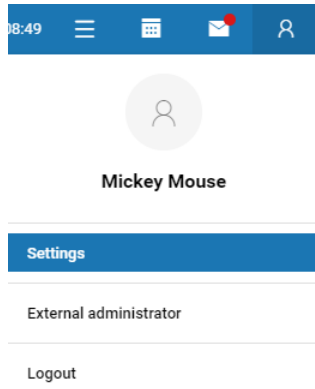
**Authorization of a person**

- Participant of tender procedure
- Observer
- Administrator of the entity
- External administrator of tender procedures
- External administrator's lead worker



## 8 USER SETTINGS

### 8.1 CHANGE OF PERSONAL DETAILS AND SETTINGS OF VISIBILITY



Each user has the ability to modify his own personal data, set visibility, or change their login password.

The "Setting the visibility of a person outside the organization" functionality serves to create a "Contact person". The contact person can also be created from the "People management" form by the administrator of the entity.

By making the visibility of your data visible to people outside the organization, their details become public and are a part of the entity's details within the Supplier's Register.

**Change to personal details**

Organisation: Dodavatel - školení 1      User: RMICMOUDODA1

Title before:      Title after:      Personal number:

\* Name: Mickey      Middle name:      \* Surname: Mouse

\* Phone - work: +420 123456789      Mobile phone:      Fax:

\* E-mail: x@gmail.com      Job position: t

**Settings of visibility of information in an organisation**

<input checked="" type="checkbox"/> Personal number	<input checked="" type="checkbox"/> Title after
<input checked="" type="checkbox"/> Job position	<input checked="" type="checkbox"/> Phone - work
<input checked="" type="checkbox"/> Title before	<input checked="" type="checkbox"/> Mobile phone
<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Fax
<input checked="" type="checkbox"/> Middle name	<input checked="" type="checkbox"/> E-mail
<input checked="" type="checkbox"/> Surname	

**Settings of visibility of information outside an organisation**

<input checked="" type="checkbox"/> Personal number	<input checked="" type="checkbox"/> Title after
<input checked="" type="checkbox"/> Job position	<input checked="" type="checkbox"/> Phone - work
<input checked="" type="checkbox"/> Title before	<input checked="" type="checkbox"/> Mobile phone
<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Fax
<input checked="" type="checkbox"/> Middle name	<input checked="" type="checkbox"/> E-mail
<input checked="" type="checkbox"/> Surname	

## 8.2 HOW TO RECOVER A FORGOTTEN PASSWORD

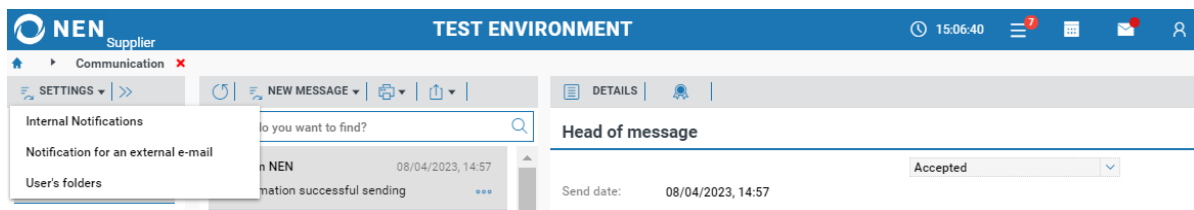
Each user may recover a forgotten password themselves. In the system login form, click the "Forgot your password?" button and follow the instructions.

Then follow the instructions.

## 8.3 EXTERNAL EMAIL NOTIFICATIONS

When a new person is added to the system, the notification function is enabled with default settings, sent to the external e-mail, specified when registering a user. Each user may change the default settings or add multiple email addresses to receive notifications.

Internal and external notifications can be managed within the internal mailbox by clicking the "Settings" button and selecting the appropriate options. The internal mailbox is available via the icon located on the "NEN Main Panel".



If you choose "Notification to an external email", you will be presented with the following form, which it is possible to customize.

**Head of notification**

Title of notice:

\* List of all e-mail addresses for sending notifications divided by a semicolon

To activate / deactivate the notification, select option Activate / Deactivate, which is available in the menu under three dots.

Below in the Settings section, you can set notifications separately for the tender procedures, notification categories, organization, and time limit types.

If you leave the original settings, all received messages will be automatically notified.

The settings for this notification match the internal notification settings

---

**Selected tender procedures**

I want to be notified across all available tender procedures

My tender procedures (information sent to all TPs listed on 'My Tender Procedures')

With the current settings, you will receive notifications for all the tender procedures that have been published or you have been called to make a submission in. If you receive too many notifications, we recommend changing the settings by limiting the tender procedures for which you want to receive notifications.

---

**Selected tasks**

I want to be notified across all the actions

With the current settings, you will receive notifications of all actions.

If you receive too many notifications, we recommend changing the settings by limiting the actions you want to receive notifications of.

Unsaved records **1** [SHOW ONLY EDITED](#)