

Instructions for using the e-JN system for use of the functionalities of electronic submission of tenders in the e-JN system: TENDERERS

System version e-JN 2.8.

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1. INTRODUCTION

The online electronic public procurement contract awarding system (hereinafter: e-JN system) is intended to support the procedures of public procurement and submission of requests to participate and tenders electronically.

1.1. What's new in 2.8. version

In this version the following changes were made:

- General Terms and Conditions have been updated
- Electronic signature has been withdrawn
- The record of the public tender-opening session has been updated
- The search engine has been improved by different parameters
- The public opening of tenders received is no longer limited to 48 hours

1.2. What does registration in the e-JN system offer me?

- Logging in to participate in current public contracts that are published openly.
- Receiving calls for competition from contracting authorities for public contracts that are not published openly.
- Preparation of requests to participate or tenders for public contracts.
- Electronic submission of requests to participate or tenders.
- Access to the records of the public tender-opening session.
- Submission of tenders in negotiations' procedures.
- Submission of supplements.

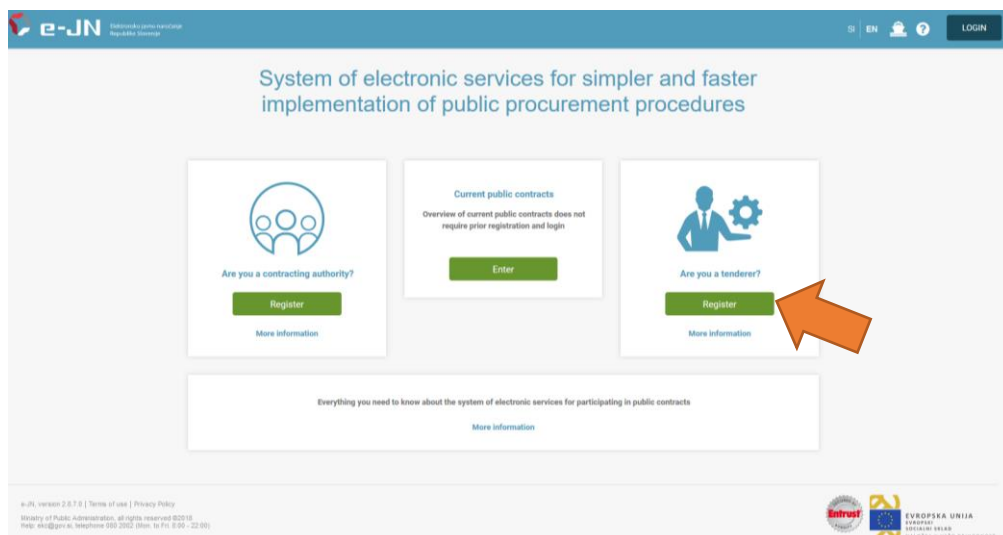
1.3. How do I register in the e-JN system?

1.3.1. Registration to SI-PASS

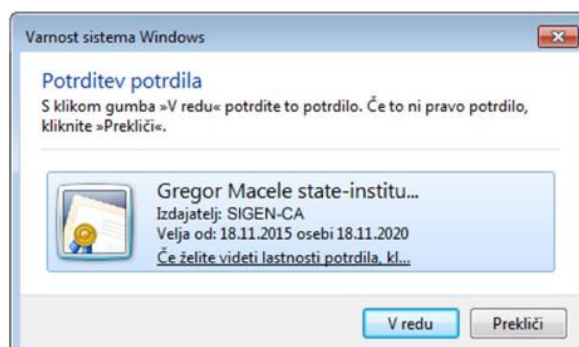
Registration to the SI-PASS system is needed before you can successfully register to the e-JN system.

Registration procedure:

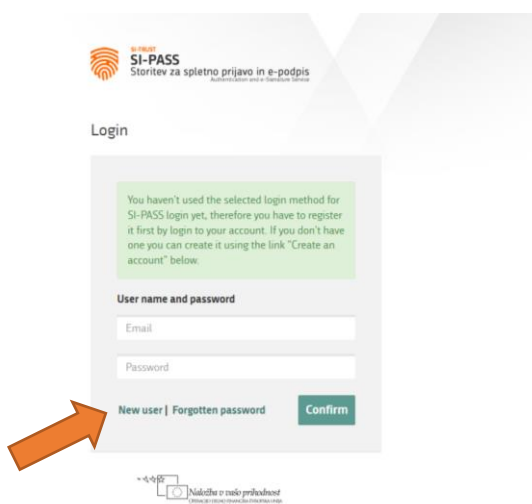
1. In the [e-JN system](#) click on the button »Register« on the icon »Are you a tenderer?«



2. The browser will offer you a list of your digital certificates; choose the one with which you wish to register and click “OK”.



3. You will be redirected to the page “Login”. If you are not a registered user of the SI-PASS system, click “New user”.



4. REGISTRATION TO SI-PASS

4.1. A new page “Registration” will open up. You need to enter your login information: email address, password, security question and an answer, and security code. Read the Terms of Use and select the box, confirming that you accept the terms of use. Continue by clicking “Confirm”.

REPUBLIKA SLOVENIJA

SI-TRUST
SI-PASS
Storitev za spletno prijavo in e-podpis
Authentication and e-Signature Service

Registration

[User manual](#)

Registration data

Email

Password

Password must be at least 6 characters long and contain at least one uppercase, lowercase and numeric character.

Repeat password

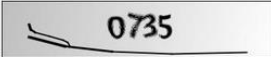
Security question

Question

Example: What is my tax number?

Answer

Security code



Enter security code

Terms of use

☐ I accept the terms of use.

[Read...](#)

Confirm

4.2. After successfully entering and confirming the registration information of your user account, a page with further instructions will appear. Close the window by clicking “Close”.

SI-TRUST
SI-PASS
Storitev za spletno prijavo in e-podpis
Authentication and e-Signature Service

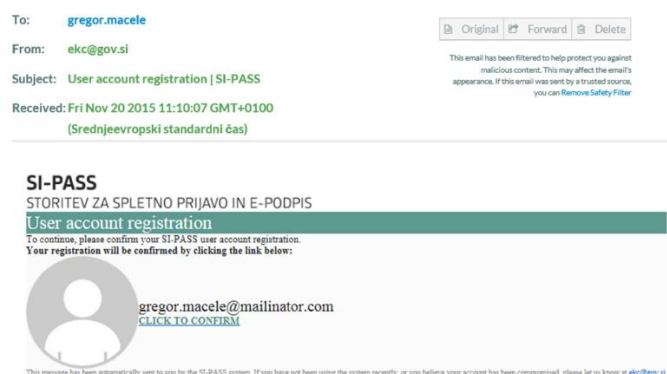
You have successfully completed the first step in your registration. A message with further instructions has been sent to the email address you have provided.

Close

If your browser does not allow closing tabbed window using the button Close, consider closing it by clicking the cross sign of the tabbed window.

4.3. You will receive an email for the conformation of the registration of your user account. Click the highlighted text “Click to confirm” in the e-mail.

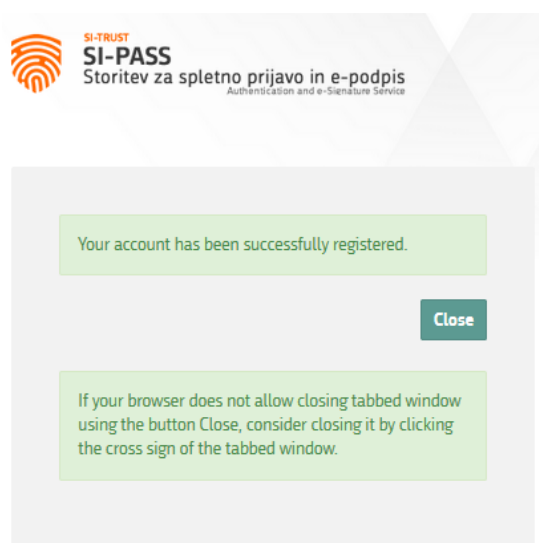
You will receive an email for the conformation of the registration of your user account. Click the highlighted text “Click to confirm”.



4.4. You will be redirected to the page “Continue registration”. Enter your email address and password, which you have entered upon registering, and click “Continue”.

The image shows a web page for 'SI-PASS' (STORITEV ZA SPLETNO PRIJAVO IN E-PODPIS) under the 'REPUBLIKA SLOVENIJA' header. The page title is 'Continue registration'. Below the title, there is a section 'Enter data' with two input fields: 'Email' and 'Password'. A green 'Continue' button is located at the bottom of the form.

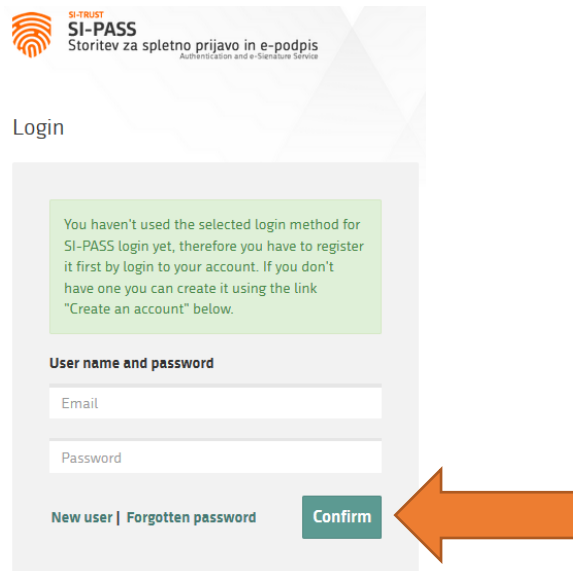
4.5. After successfully entering your email address and password, a window appears, notifying you that the registration of your user account was successful. Close the window by clicking “Close”.



4.6. You will receive an email confirming your registration.

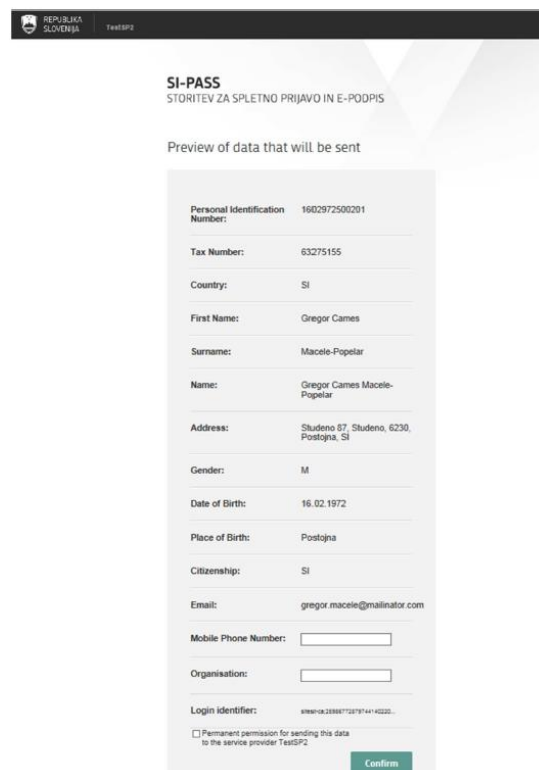
5. Logging in to SI-PASS

5.1. After successfully registering your user account, you can continue with the login process in the [e-JN system](#). Once again click on the button »Register« on the icon »Are you a tenderer?« (as in step 1). You will be redirected to the SI-PASS login page. Enter your username respectively email address and password, you have entered upon registering.



The image shows the SI-PASS login page. At the top, there is a logo for SI-PASS (SI-TRUST) and the text "Storitev za spletno prijavo in e-podpis" (Authentication and e-Signature Service). Below the logo, the word "Login" is displayed. A green message box states: "You haven't used the selected login method for SI-PASS login yet, therefore you have to register it first by login to your account. If you don't have one you can create it using the link 'Create an account' below." Below this message, there is a section titled "User name and password" with two input fields: "Email" and "Password". At the bottom left of this section, there are links for "New user" and "Forgotten password". At the bottom right, there is a green "Confirm" button, which is highlighted by a large orange arrow pointing towards it from the right.

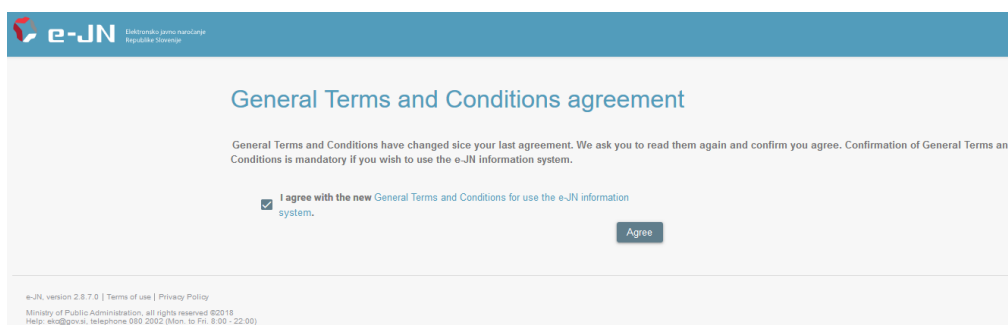
5.2. After clicking "Confirm", the system will begin with the login process and start gathering all information needed for the use of the application of the provider. A window containing personal information which will be transmitted to the provider will open. If you do not wish for this window to come up every time you log in, select "I agree that this information will always be transmitted to the service provider. The system does not demand you to fill in the data you do not have, e.g. SI VAT number. Click "Confirm" and you will be redirected back to the e-JN system.



The image shows a preview of data that will be sent to the service provider. The header includes the logo of the Republic of Slovenia and the text "SI-PASS STORITEV ZA SPLETNO PRIJAVO IN E-PODPIS". Below the header, the text "Preview of data that will be sent" is displayed. The data is presented in a table-like format with the following fields:

Personal Identification Number:	1802972500201
Tax Number:	63275155
Country:	SI
First Name:	Gregor Carnes
Surname:	Macele-Popelar
Name:	Gregor Carnes Macele-Popelar
Address:	Študent 87, Študent, 6230, Postojna, SI
Gender:	M
Date of Birth:	16.02.1972
Place of Birth:	Postojna
Citizenship:	SI
Email:	gregor.macele@mailinator.com
Mobile Phone Number:	
Organisation:	
Login identifier:	SI-PASS-1802972500201-63275155-16021972
<input type="checkbox"/> Permanent permission for sending this data to the service provider TestSP2	
<input type="button" value="Confirm"/>	

5.3. Before using the e-JN system you must first agree to its General Terms and Conditions.

The screenshot shows the 'General Terms and Conditions agreement' page of the e-JN system. At the top, there is a blue header with the e-JN logo and the text 'Elektronsko javno naročanje Republike Slovenije'. The main content area has a light blue background and contains the title 'General Terms and Conditions agreement'. Below the title, a paragraph states: 'General Terms and Conditions have changed since your last agreement. We ask you to read them again and confirm you agree. Confirmation of General Terms and Conditions is mandatory if you wish to use the e-JN information system.' There is a checkbox with a checkmark and the text 'I agree with the new General Terms and Conditions for use the e-JN information system.' To the right of the checkbox is a grey button labeled 'Agree'. At the bottom of the page, there is a small footer with the text: 'e-JN, version 2.8.7.0 | Terms of use | Privacy Policy Ministry of Public Administration, all rights reserved 60018 Help: en@ajn.gov.si, telephone 080 2002 (Mon. to Fri. 9:00 - 22:00)'.

5.4. Choose the type of registration and follow the steps (points 1.3.2. to 1.3.7. of these Instructions).

1.3.2. Registration of the statutory representative of a company in Slovenia

To register you need a digital certificate.

Caution! Select this option only if you are the statutory representative of a company in Slovenia and your digital certificate is entered in the Record of Digital Certificates (EDP) at AJPEŠ. If this is not the case you will not be able to request rights (see below step 1.6)

Registration procedure:

1. Submit your electronic **Application for registration of a statutory representative**
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click on the button "Register" on the icon "Are you a tenderer?"
 - 1.3. After successfully logging in to SI-PASS (see point 1.3.1.) you will be redirected to the registration application.
 - 1.4. Select the option "Statutory representative of a legal entity".
 - 1.5. Enter the registration number of your organisation, then click on "Search".
 - 1.6. Check that the information shown is correct and also check the [general terms and conditions of using the system](#), and if you agree with them click on "Register me".
2. After registering successfully you will be automatically logged in to the system and redirected to My e-JN, where you can start using the application.

1.3.3. Registering the authorised officer of a legal entity

To register you need a digital certificate.

Registration procedure:

1. Submit your electronic **Application for registration of the authorised officer of a legal entity**
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click on the button "Register" on the icon "Are you a tenderer?"
 - 1.3. After successfully logging in to SI-PASS (see point 1.3.1.) you will be redirected to the registration application.
 - 1.4. Select the option "Authorised officer of a legal entity".
 - 1.5. Enter the registration number of your organisation, then click on "Search".
 - 1.6. Check that the information shown is correct and also check the [general terms and conditions of using the system](#), and if you agree with them click on "Request rights".

You will be notified by e-mail of the successful confirmation of your rights on the part of the statutory representative or the holder and administrator of rights, and then you can start using the application.

1.3.4. Registration of sole trader

To register you need a digital certificate.

Caution! Select this option only if you have a registered sole trader business. If this is not the case you will not be able to request rights (see below step 1.5)

Registration procedure:

1. Submit your electronic **Application for registration of a sole trader**
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click on the button "Register" on the icon "Are you a tenderer?"
 - 1.3. After successfully logging in to SI-PASS (see point 1.3.1.) you will be redirected to the registration application.
 - 1.4. Select the option "Sole trader".
 - 1.5. Check that the information shown is correct and also check the [general terms and conditions of using the system](#), and if you agree with them click on "Register me".
2. After registering successfully you will be automatically logged in to the system and redirected to My e-JN, where you can start using the application.

1.3.5. Registration of natural persons (individuals)

To register you need a digital certificate.

Registration procedure:

1. Submit your electronic **Application for registration of a natural person**
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click on the button "Register" on the icon "Are you a tenderer?"
 - 1.3. After successfully logging in to SI-PASS (see point 1.3.1.) you will be redirected to the registration application.
 - 1.4. Select the option "Natural person".
 - 1.5. Enter your address and telephone number.
 - 1.6. Check that the information shown is correct and also check the [general terms and conditions of using the system](#), and if you agree with them click on "Register me".

After registering successfully you will be automatically logged in to the system and redirected to My e-JN, where you can start using the application.

1.3.6. Registering the authorised representative of a natural person or sole trader

To register you need a digital certificate.

Registration procedure:

1. Submit your electronic **Application for registration of the authorised representative of a natural person or sole trader**
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click on the button "Register" on the icon "Are you a tenderer?"
 - 1.3. After successfully logging in to SI-PASS (see point 1.3.1.) you will be redirected to the registration application.

- 1.4. Select the option “Authorised representative of a natural person or sole trader”.
- 1.5. Enter the tax (VAT) number of the person you wish to represent, than click on “Search”.
- 1.6. Fill in the information about the authorising party (first name, family name, e-mail address, address, telephone number).
- 1.7. Fill in your missing information (e-mail address, address and telephone number).
- 1.8. Check that the information shown is correct and also check the [general terms and conditions of using the system](#), and if you agree with them click on “Create authorisation”.
- 1.9. Print out the authorisation and send it, signed by the authorising party, to gp.mju@gov.si
- 1.10. Click on “Request rights”.

You will be notified by e-mail of the successful confirmation of your rights, and then you can start using the application.

1.3.7. Registration of companies with registered offices outside the Republic of Slovenia

To register you need a digital certificate.

Registration procedure:

1. Submit your electronic **Application for registration of a company with registered office outside Slovenia**
 - 1.1. Go to “[URL address](#)”.
 - 1.2. Click on the button “Register” on the icon “Are you a tenderer?”
 - 1.3. After successfully logging in to SI-PASS (see point 1.3.1.) you will be redirected to the registration application.
 - 1.4. Select the option “Company registered outside Slovenia”.

- 1.5. Enter the company identifier, then click on “Search”.
- 1.6. Fill in your information (first name, family name, e-mail address, address, telephone number). Fill in the company information (company name and address).

Application for registration of company registered outside Slovenia

Welcome!
Test PO Esignature 16

Login to the e-JN system with e-mail address uros.iztalar@gmail.com.
Enter the company identifier (VAT ID) for which you wish to create a user account:
HR-2589789

User data

First name and surname:
Address*:
E-mail address:
Telephone no.*:

Company data

Company identifier (VAT ID):
Company name*:
Address*:

By submitting this request I agree to the [general terms and conditions of use](#) of the e-JN system, and under criminal and material liability. I declare that I am authorised for work in the stated company.
After preparing the application, send the signed application to gp.mju@gov.si.

Notice: the company registered outside Slovenia with the given identifier (VAT ID) does not exist. Below you must enter its data.

- 1.7. Check that the information shown is correct and also check the [General Terms and Conditions](#).
- 1.8. Print out the authorisation available after clicking the “Download PDF” button, sign it and send it to gp.mju@gov.si. If you forget to click “Download PDF” button, the authorisation is available here: https://ejn.gov.si/documents/10193/191051/ejn_registration_form.pdf.
- 1.9. Click on “Request rights”.


The main administrator of the e-JN system must now verify your application and confirm your rights. You will be notified by e-mail of the successful confirmation of your rights, and then you can start using the e-JN system.

The administrator confirms the rights no later than at the end of the next working day, following the day when the user requested the rights (see [General Terms and Conditions](#)).

2. PUBLIC CONTRACTS


2.1. How do I find current public contracts and where do I find invitations?


You can access current public contracts in several ways:

- On the online [Public procurement portal](#).
- On the home page “[System of electronic services for simpler and faster implementation of public procurement procedures](#)”, on the page with the overview of [current public contracts](#).
- If you are logged in to the e-JN system, click on the system logo in the top left corner  or on the icon “Current public contracts”.

Access to requests to participate for public contracts that are not published openly:

- The contracting authority will e-mail you a call for competition and will direct you to the display of invitations.
- By logging in to the e-JN system and clicking on the Invitations icon on your desktop you can access a display of invitations.

 *If you wish the contracting authority to send you a call for competition for a public contract that is not published openly, you must first be registered in the e-JN system.*

 See a video presentation [here](#).


2.2. How can I participate in a public contract?


If you wish to be considered for a public contract that is published on the overview of current public contracts:

- In the table showing the overview of current public contracts, find the contract you wish to participate in and click on it.
- A page will open up showing the outline of the contract order details and a link to the public procurement portal site.
- Click on “Participate in the public contract” which you will find on the right-hand side.
- If you are already logged in to the e-JN system, a page will open up for creating a request to participate/tender (see 5.3.2).
- If you are not yet logged in to the e-JN system, you must first log in.

If you wish to be considered for a public contract with a call for competition:

- In the table showing the overview of invitations, click on the invitation.
- A page will open up showing the outline of the contract order details and documentation.
- Click on “Participate in the public contract” which you will find on the right-hand side.
- A page will open up for preparing your tender.

 *If there is no “Participate in the public contract” button on the right-hand side, this means that the deadline for submitting requests to participate or tenders has passed and you can no longer participate.*

 See a video presentation [here](#).

3. TENDER

3.1. How do I prepare and submit a tender?

- After selecting the option “Participate in a public contract”, a page will open up for preparing a tender.
- Enter the information and add documents (see 5.3.2).
- Save the information or submit the tender if you have the right to sign and submit a tender.

 See a video presentation [here](#).

3.2. What if I do not have the right to sign and submit a tender?


- The person who has the right to submit the tender can find the tender you prepared in the list of tenders (see 5.3.3) and click on it.

- A page will open up showing an overview of the tender.
- Click on the tender to open up detailed information and select the button “submit tender”.

3.3. Can I submit a new version of the tender?

If you have already submitted one version of your tender, you can still submit a new version up to the deadline for submission of tenders. You can do this as follows:

- In the list of tenders, find the specific tender and click on it.
- A page will open up showing the basic data of the tender.
- Click on the button “New version of tender”.
- A new version of the tender will open containing all the information from the submitted version.
- You can change the information in this version and add or delete documents.
- Save the new version and submit it in the same way as with the first tender.


 *If there is no “New version of tender” button on the right-hand side, this means that the deadline for submitting requests to participate or tenders has passed and submission is no longer possible.*

 *See a video presentation [here](#).*

3.4. Can I withdraw a tender I have submitted?

Yes, you can withdraw a tender up until the deadline for submitting tenders. You can do this as follows:


- In the list of tenders, find the specific tender and click on it.
- A page will open up showing the basic data of the tender.
- Click on “Withdrawal of participation” which you will find on the left-hand side.
- Submission of the tender is thereby cancelled.

 *If there is no “Withdrawal of participation” button on the left-hand side, this means that the deadline for withdrawing tenders has passed and withdrawal is no longer possible.*

3.5. What if I change my mind and want to re-submit the tender?

Up until the deadline for submitting tenders you can reverse the withdrawal of a tender. You can do this as follows:

- In the list of tenders, find the specific tender and click on it.
- A page will open up showing the basic data of the tender.
- Click on “Cancel withdrawal of participation” which you will find on the left-hand side.
- A page will open up showing the details of the tender.
- Save and submit the tender, as you did when you first submitted the tender.
- The tender is thereby re-submitted.


 If there is no “Cancel withdrawal of participation” button on the left-hand side, this means that the deadline for submitting tenders has passed and submission is no longer possible.

4. OPENING OF TENDERS

4.1. Where can I see who has submitted tenders for a public contract?

If you did not submit a tender yourself, you can look at submitted tenders in the overview of current public contracts after the deadline for submitting tenders has passed.

- Find the public contract in the list of current public contracts.
- Click on the contract to see the details.
- Click on “Overview of tenders” on the right-hand side.
- A list of tenderers will appear.
- Clicking on an individual tenderer brings up their pro-forma invoice.


 If there is no “Overview of tenders” button on the left-hand side, this means it is either not yet time for the opening of tenders or the period for public viewing of tenders has expired.



See a video presentation [here](#).

If you submitted a tender, you can view the record of the opening of tenders and pro-forma invoices after the deadline for submitting tenders has passed and up until the conclusion of the public contract awarding procedure.

- In the list of your tenders, find the specific tender and click on it.
- This will bring up the basic information about your tender.
- In the set of data on the public contract, after the opening of tenders a button “Competing tenders” will open up on the left-hand side.
- Click on the button “Competing tenders”.
- This will bring up an identical overview of tenderers to that in the public opening of tenders.
- By clicking “Print” you can print the record of the public tender-opening session.

 If there is no “Competing tenders” button on the left-hand side, this means it is either not yet time for the opening of tenders or the procedure for awarding the public contract has been concluded.

5. SHORT DESCRIPTION OF SYSTEM FUNCTIONALITIES


The system contains the following functionalities:

- My e-JN – desktop with selection of functionalities you can use depending on your rights.
- Invitations to participate in a public contract.
- Tenders
 - Entry of tender/request to participate
 - Submission of tender/request to participate
 - New version of tender/request to participate

- Withdrawal of tender/request to participate
- Re-submission of tender/request to participate
- Submission of supplementation/clarification to tender/request to participate.

5.1. My e-JN

After successful login, in the upper right-hand section you will see your name and family name and the title of the entity for which you will be submitting a tender. Next to it you will also see an icon for access to help and the option of changing language.

By clicking User profile  the following options to manage your profile are shown:

- “My user accounts” – enables an overview of all user accounts and determining the default user account.
- “Login with different account” – enables the switch of user accounts or logging in with a different user account (if you are submitting tenders for several tenderers).
- “Edit contact details” – enables changing the e-mail address
- “Logout” – logging out from the application.

The following icons (depending on your rights) are available on the desktop:

- “Tenders” with an overview of tenders.
- “Current public contracts” with an overview of published public contracts.
- “Invitations” with an overview of contracting authority invitations to participate in public contracts that are not published openly on the public procurement portal.
- “Users” (only if you have the corresponding rights).

You can access the page by clicking on the icon in the middle of the page or using the menu on the left.

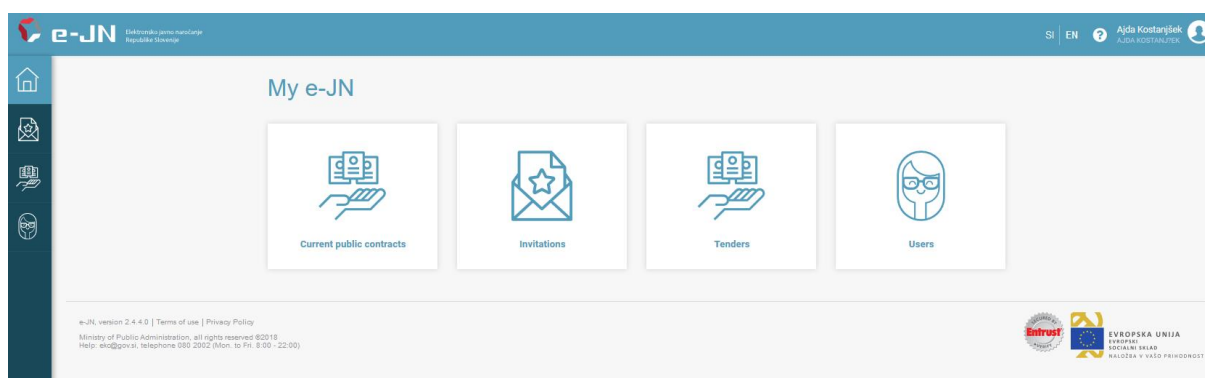



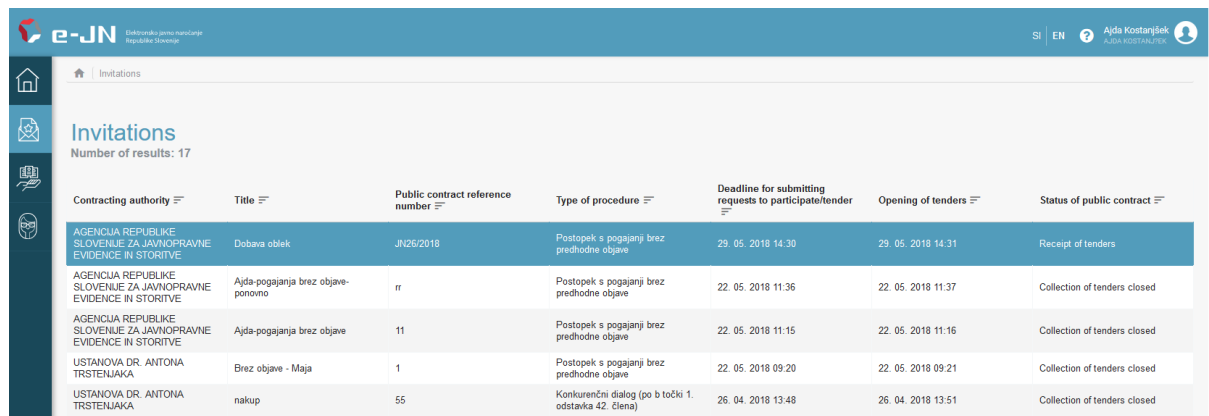
Figure 1: Work desktop

If you click on the system logo  in the top left corner, this will open up the home page [“System of electronic services for simpler and faster implementation of public procurement procedures”](#).

5.2. Invitations

5.2.1. List of invitations

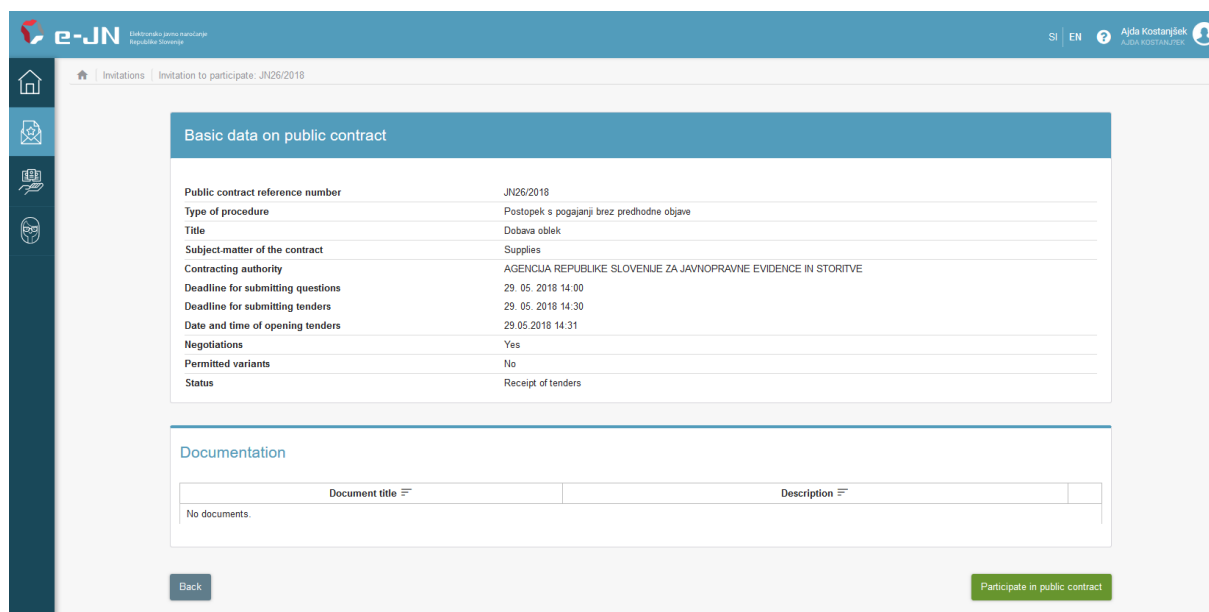
In procedures with a call for competition, invited candidates will see invitations in the Invitations section. You will also be notified of invitations by e-mail at the e-mail address you give as your contact e-mail in your user profile upon registration.



Contracting authority	Title	Public contract reference number	Type of procedure	Deadline for submitting requests to participate/tender	Opening of tenders	Status of public contract
AGENCIJA REPUBLIKE SLOVENIJE ZA JAVNOPRAVNE EVIDENCE IN STORITVE	Dobava oblek	JN26/2018	Postopek s pogajani brez predhodne objave	29. 05. 2018 14:30	29. 05. 2018 14:31	Receipt of tenders
AGENCIJA REPUBLIKE SLOVENIJE ZA JAVNOPRAVNE EVIDENCE IN STORITVE	Ajda-pogajanja brez objave-ponovno	rr	Postopek s pogajani brez predhodne objave	22. 05. 2018 11:36	22. 05. 2018 11:37	Collection of tenders closed
AGENCIJA REPUBLIKE SLOVENIJE ZA JAVNOPRAVNE EVIDENCE IN STORITVE	Ajda-pogajanja brez objave	11	Postopek s pogajani brez predhodne objave	22. 05. 2018 11:15	22. 05. 2018 11:16	Collection of tenders closed
USTANOVA DR. ANTONA TRSTENJAKA	Brez objave - Maja	1	Postopek s pogajani brez predhodne objave	22. 05. 2018 09:20	22. 05. 2018 09:21	Collection of tenders closed
USTANOVA DR. ANTONA TRSTENJAKA	nakup	55	Konkurenčni dialog (po b. točki 1. odstavka 42. člena)	26. 04. 2018 13:48	26. 04. 2018 13:51	Collection of tenders closed

Figure 2:List of invitations

Clicking on the invitation brings up information about the public contract and pertaining documentation. On the right-hand side is the button “Participate in public contract”, through which you can start to prepare a tender for the selected contract.



Basic data on public contract	
Public contract reference number	JN26/2018
Type of procedure	Postopek s pogajani brez predhodne objave
Title	Dobava oblek
Subject-matter of the contract	Supplies
Contracting authority	AGENCIJA REPUBLIKE SLOVENIJE ZA JAVNOPRAVNE EVIDENCE IN STORITVE
Deadline for submitting questions	29. 05. 2018 14:00
Deadline for submitting tenders	29. 05. 2018 14:30
Date and time of opening tenders	29. 05. 2018 14:31
Negotiations	Yes
Permitted variants	No
Status	Receipt of tenders

Documentation	
Document title	Description
No documents.	

Back Participate in public contract

Figure 3:Detailed overview of public contract

5.3. Tender

5.3.1. List of tenders

The Tenders icon shows a list of your tenders. Clicking on the entry shows the details of the tender.

The entries in the table are shown in different colours:

- White entry: tender has been submitted or there are more than 2 days left before submission of tender.
- Yellow entry: less than 2 days remaining before submission of tender.

- Red entry: deadline for submission of tender has passed.

The screenshot shows the 'e-JN' portal interface. At the top, there's a header with the logo and user information. Below it, a sidebar contains navigation icons. The main area is titled 'Tenders' and features a search filter section with fields for 'Public contract reference number', 'Title', 'Contracting authority', 'Deadline for submitting requests to participate/tender', 'Status of participation', and 'Visibility'. A 'Search' button is located to the right of these filters. Below the search section, the title 'List of requests to participate/tenders' is displayed, followed by 'Number of results: 71'. A table lists the results with columns: Tender reference number, Public contract reference number, Type of procedure, Title, Contracting authority, Deadline for applying, Deadline for submitting tenders, Date of opening tenders, Date and time of submission of tender, Status of participation, and Note. The table contains four rows of data.

Tender reference number	Public contract reference number	Type of procedure	Title	Contracting authority	Deadline for applying	Deadline for submitting tenders	Date of opening tenders	Date and time of submission of tender	Status of participation	Note
1		Naročilo male vrednosti	NMV	USTANOVA DR. ANTONIA TRSTENJAKA		29. 05. 2018 12:56	29. 05. 2018 12:57	29. 05. 2018 12:55	Sodelujem	
3		Naročilo male vrednosti	NMV (pogajanja)	USTANOVA DR. ANTONIA TRSTENJAKA		25. 05. 2018 13:26	25. 05. 2018 13:27	25. 05. 2018 13:45	Sodelujem	
2		Konkurenčni postopek s pogajanj	Postopek s pogajanj (maja)	USTANOVA DR. ANTONIA TRSTENJAKA	25. 05. 2018 10:31	25. 05. 2018 11:02	25. 05. 2018 11:03	25. 05. 2018 11:12	Sodelujem	Nova verzija v pripravi
1		Konkurenčni postopek s pogajanj	Pogajanja (maja)	USTANOVA DR. ANTONIA TRSTENJAKA	25. 05. 2018 10:11			25. 05. 2018 10:09	Sodelujem	

Figure 4: List of applications/tenders

5.3.2. Preparation and submission of tender

The page is divided into the following sets: basic data on tender, documents and participants.

An e-mail address for notification purposes is also shown. If you wish to change it, enter a new e-mail address and repeat the change in the next field. If the e-mail addresses are not a match, submission is not possible.

In preparing a tender, enter the internal designation of the tender and attach the documents. If subcontractors are participating in your tender, it is a joint tender or you will be using the capacities of other entities, you must state the participating undertakings.

Documents are divided into the groups:

- Pro-forma invoice
- ESPD
- Declaration
- Other attachments

In the Pro-forma invoice group, pdf is the permitted file format. Only one file may be attached, except in the event of variant tenders, where several files may be attached. A document attached to the Pro-forma invoice group will be visible on the public opening of tenders in their entirety.

The ESPD form in xml format is mandatory, except in the event of procedures allowing the tenderer to attach their own declaration. If other undertakings are participating in your tender, a signed ESPD form must also be submitted for them.

Other documents should be attached to the group Other attachments.

Figure 5: Entry of tender

The following buttons can be found at the bottom of the page:

- Back – to return to the first page of the tender
- Save – to save information.
- Submit tender – for submission of tender.

In order to use the button “Submit” you must have the relevant right. Otherwise the tender must be submitted by the person who holds that right.

After clicking the “Submit” button a new window will open. The person submitting the tender must confirm his/her agreement with General Terms and Conditions and by clicking the “Submit” button he/she submits the tender/request to participate.

After confirmation the tender is submitted to a secure filing inbox to await the opening of tenders.

5.3.3. Overview of basic data of the tender

After the entry of tender data and submission, the following information on the contract and tender is shown on the first page of the tender:

- Data on the public contract
- Data on submission of tender
- Data on versions of the tender

The screenshot shows a web interface for a tender. At the top, there's a blue header with the word 'Tender'. Below it, a form displays public contract details: Public contract reference number 1, Title 12, Status Receipt of tenders, Type of procedure Narodno male vrednosti, and Contracting authority USTANOVA DR. ANTONA TRSTENJAKA. A 'More information' button is present. Below this, the 'Tender data' section shows Submitted version 1, Status of tender Submitted, Date and time of submission of tender 05. 02. 2019 09:52, and Time remaining until submission deadline 0 days, 00 : 00 : 22. A table lists the tender versions, with one version submitted by Maja Marinček. At the bottom, there are buttons for 'Withdrawal of participation' and 'New version of tender'. The footer contains legal information and logos for the Ministry of Public Administration and the European Union.

Figure 6: First page of tender with basic data

The following buttons can be found on the page:

- Detailed information – for a detailed overview of the public contract.
- Competitive tenders – an overview of competitive tenders after the opening of tenders.
- New version of tender – preparation of new version, if you have already submitted one version.
- Cancel – to delete a new version that was not submitted. The cancelation of an unsubmitted version (in preparation) is possible even if the deadline for submitting the tenders has passed.
- Withdrawal of participation – to withdraw a tender/request to participate already submitted. This button is active only until the deadline for submission has not passed.
- Cancel withdrawal of participation – to prepare and re-submit a withdrawn version once again. This button is active only until the deadline for submission has not passed.

In the detailed overview there is a button “Download confirmation of submission”, where you can print or download the certificate confirming that the tender has been submitted.

Tender

Basic data on tender

Version	1	Status of tender	Submitted
Permitted variants	No	Time remaining until submission deadline	0 dni, 00 : 17 : 54

Download confirmation of submission

Reference number:

☐ joint request to participate/tender
 ☐ relying on capacities of other entities
 ☐ subcontractors

5.3.4. Changing a tender

Even if you have already submitted a tender, you can still submit a new version of the tender up to the deadline for submission of tenders. On the first page for the overview of tenders, click on the button "New version of tender". The information from the submitted version will be transferred to the new version, where you can change it, delete it and add new documents.

Tender

Public contract reference number: JN26/2018
 Title: Dobava oblek
 Type of procedure: Postopek s popajrji brez predhodne objave
 Contracting authority: AGENCIJA REPUBLIKE SLOVENIJE ZA JAVNOPRAVNE EVIDENCE IN STORITVE

More information

Tender data

Submitted version	2	Status of tender	Submitted
Date and time of submission of tender	29. 05. 2018 14:15	Time remaining until submission deadline	0 dni, 00 : 14 : 15

Version	reference number	Date of creation of version	Status of version	Prepared	Submitted	
2		29. 05. 2018 14:13	Submitted	Ajla Kostanjšek	Ajla Kostanjšek	...
1		29. 05. 2018 13:52	Cancelled	Ajla Kostanjšek	Ajla Kostanjšek	...

New version of tender

The previously submitted tender will be cancelled.

5.3.5. Withdrawal of tender

You can withdraw your tender up until the deadline for the opening of tenders. You can do this by selecting the version of the submitted tender and clicking on the button "Withdraw participation". The tender will be cancelled.

Back Withdrawal of participation

5.3.6. Re-submission of tender

Even if you have withdrawn a tender, up until the deadline for submitting tenders you can re-submit it. Select the latest version of the tender and click on the button "Cancel withdrawal of participation". The tender will be re-submitted.

Back Cancel withdrawal of participation

5.3.7. Overview of record of the opening of tenders

After the specified time for the opening of tenders, competitive tenders will be visible in your system. On the first page for the overview of your tender, click on the button "Competitive tenders". This will bring up the record of the opening of tenders, with a list of tenderers, and the possibility of viewing the pro-forma invoice of an individual tender. This information will be shown up until the conclusion of the public contract award procedure. Other data and documentation relating to competitive tenders will not be shown.

Tender			
Public contract reference number	JN26/2018	Type of procedure	Postopek s pogajnji brez predhodne objave
Title	Dobava oblek	Contracting authority	AGENCIJA REPUBLIKE SLOVENIJE ZA JAVNOPRAVNE EVIDENCE IN STORITVE
More information		Competitive tenders	

5.4. Call to negotiate

If the public contract stated that negotiations will be carried out, the contracting authority can invite you to every round of negotiations through the e-JN system. You will be notified about the call through your e-mail as well. The information on negotiations can be found on the first page of your tender. If the negotiations demand a new version of tender or if this is the last round of negotiations, you can submit a new version of tender by clicking the link in your e-mail. You will be redirected to the page "Basic data on public contract". By clicking "Back" you will be redirected to the page "Tender", where data on tender will be opened. After clicking "Participate in next stage of public contract" you can submit a new tender in the way described in point 5.3.2 of these Instructions.

Tender						
Public contract reference number	JN26/2018	Type of procedure	Postopek s pogajnji brez predhodne objave			
Title	Dobava oblek	Contracting authority	USTANOVA DR. ANTONA TRSTENJAKA			
Status	Receipt of negotiation tenders					
More information			Competitive tenders			

Tender data						
Submitted version		3		Status of tender		Submitted
Date and time of submission of tender		05. 02. 2019 09:29		Time remaining until submission deadline		
Version	reference number	Date of creation of version	Status of version	Prepared	Submitted	
3		05. 02. 2019 09:27	Submitted	Maja Marčiček	Maja Marčiček	more
2		05. 02. 2019 09:25	Withdrawn	Maja Marčiček	Maja Marčiček	more
1		05. 02. 2019 09:25	Withdrawn	Maja Marčiček	Maja Marčiček	more

Calls to supplement			
Request date	Deadline for response	Type of call to supplement	Last response
05. 02. 2019	05. 02. 2019 09:50	Request supplementation, correction, amendment or clarification of tender	

Participate in next stage of public contract

5.5. Call to supplement the tender/request to participate

If the contracting authority sent you a call to supplement, you will be notified via e-mail. On tender overview you will see the call under "Tender data".

Home | Tenders | Request to participate/tender for public contract: JN26/2018

Tender

Public contract reference number	JN26/2018	Type of procedure	Postopek s pogajanji brez predhodne objave
Title	Dobava oblek	Contracting authority	USTANOVA DR. ANTONA TRSTENJAKA
Status	Collection of tenders closed		

[More information](#)
[Competitive tenders](#)


Tender data

Submitted version	3	Status of tender	Submitted
Date and time of submission of tender	05. 02. 2019 09:29	Time remaining until submission deadline	

Version	reference number	Date of creation of version	Status of version	Prepared	Submitted	
3		05. 02. 2019 09:27	Submitted	Maja Marinček	Maja Marinček	...
2		05. 02. 2019 09:25	Withdrawn	Maja Marinček	Maja Marinček	...
1		05. 02. 2019 09:25	Withdrawn	Maja Marinček	Maja Marinček	...

Calls to supplement

Request date	Deadline for response	Type of call to supplement	Last response	
05. 02. 2019	05. 02. 2019 09:50	Request supplementation, correction, amendment or clarification of tender		...

The supplementation needs to be submitted before the deadline. After the deadline for supplementation has passed, submitting is no longer possible. By clicking on  under “Calls to supplement” a new window is opened, containing information on the call:

- In the upper part there is the contracting authority's documentation
- In the lower part there is the possibility to add supplementation or to overview submitted supplementations.


Home | Tenders | Request to participate/tender for public contract: JN26/2018 | Overview of the supplementation:

Supplementation

Basic information on the call to supplement

Date of claim	05. 02. 2019	Deadline for response	05. 02. 2019 09:50
Type of call to supplement	Request supplementation, correction, amendment or clarification of tender		Until deadline for response 0 days, 00 : 04 : 19

Contracting authority documentation

Document title	Description	
Izjava 1		

Supplementations

Entry number	Date of creation of version	Status of version	Prepared	Submitted	
No records					

[New supplementation](#)

[Back](#)

Until the deadline for supplementation has passed, you can submit several supplementations.

6. FAQ

Answers to frequently asked questions (in Slovenian) are available [here](#):

Important recommendations

In preparing tenders we would draw the attention of tenderers to the following possibilities and specifics of the e-JN system:

- In submitting tenders, the size of files is limited to 200 MB per file and 300 MB for the entire tender documentation (all files in total);
- In order to avoid excessively large files, we recommend that attached scanned documents be of 150dpi resolution and scanned in black and white;
- the SI-PASS <https://sicas.gov.si/CES-Sign/sign/sign.htm> enables electronic signing of documents;
- We advise you start preparing and submitting your electronic tender on time;
- Heed the instructions of the contracting authority for preparing tenders, especially the pro-forma invoice, and we caution that the document uploaded into the Pro-forma invoice section will be accessible at the public opening of tenders, so it should not contain information that in any way discloses personal data, classified information or business secrets.