e - tender box

Instructions for bidders:

How to submit your offer

Version 1.2 (updated 09.08.2022)

Step 1: Follow the link for bid submission from downloaded tender package (file *0_LINK TO UPLOAD BID.pdf*)

Step 2: You can choose one of the following languages: English, Arabic, Spanish and French

Step 3: Complete required information:

1 – Select from the list country of company registration
2 – Enter company name as stated on the registration certificate
3 – Enter full company address
4 – Enter Company representative full name and last name (as on passport or ID)
5 – Enter contact mobile phone number
6 – Enter contact e-mail address

Step 4: Upload your files:

- <u>1 envelope</u> submission:

  There will be only one filed to drop all bid files (drag files with mouse or click the field to open browser and select your files)

- <u>2 envelopes</u> system:

  There will be two fields and you need to drop files separately:

  - Technical offer
  - Financial offer

*Make sure that you <u>do not mix technical and financial</u> files or you will be <u>**disqualified**</u>.*

Step 5: Click [Submit] button

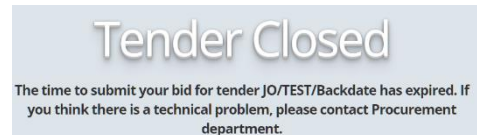*Check if you uploaded all files before you SUBMIT your bid.*

Please do not upload files with long file name to avoid technical problems.

Each file should have different file name, otherwise files cannot be uploaded.

Step 6: You will receive an e-mail from eTB system as a confirmation that you bid has been submitted. If you do not receive an e-mail shortly after submission, please check your e-mail Inbox or Spam folder and contact Procurement department if you believe there is a technical problem.

eTB system e-mail no-reply@etbsystem.nrc.no is used only for sending confirmation e-mail to bidders and it is not monitored. Therefore, please do not reply to received message as there will be no reply.

Deadline: Accessing Bid submission web site will not be possible after the deadline set in tender package. If you believe there is a technical problem please contact Procurement department.

Tender Closed

The time to submit your bid for tender JO/TEST/Backdate has expired. If you think there is a technical problem, please contact Procurement department.

Submission mistake: If you submit your bid incomplete by mistake, you can repeat the process and submit your bid again. In this case, procurement department will consider only the latest submission (previous one will be ignored).

In this case you cannot use the same Company name as previously, please **add #2** to your Company name and submit your bid again.

For example, if you entered ABC company previously, now enter Company name as ABC company #2.

Withdrawal: If you wish to withdraw your offer please contact Procurement department by e-mail indicated in tender package.

Thank you for participating in future NRC tenders and please note that NRC maintains the highest standards during tender evaluation. We also conduct a fair and transparent tendering process, the comparison is always conducted by the Committee and it is a rule to always select the offer with the best technical and financial conditions!!!

We wish you best of luck in future tenders.