A Guide on Electronic Tender Service

Contents

Registration	1
Step 1 Registration of Organization	1
Step 2 User Registration	4
Sign in to the Service	8
Participation in Tender	10
Submission of bids	12
Summing Up	14
Rebidding	15
Closed Bidding	16
Open Bidding	18
Completion of the Tender	22

Registration

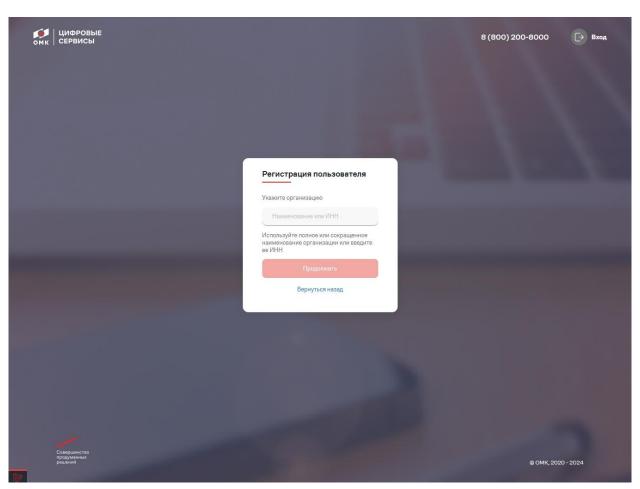
Tenders service https://tender.omk.ru/ is intended for carrying out the commercial stage of procurement procedures.

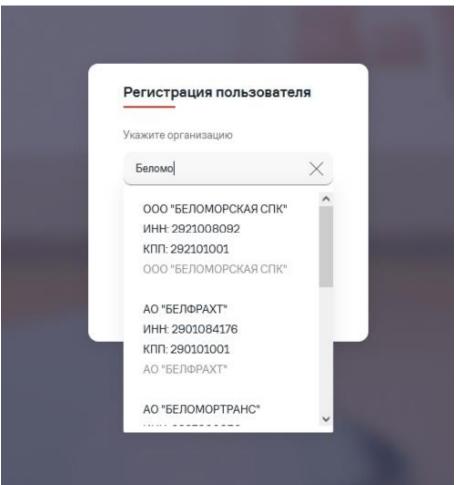
In order to participate in the procedure through the "Tenders" service, you must first register with the service and then log in to the system. To register, click the "Registration" button on the service page and follow the on-screen instructions.

Step 1 Registration of Organization

First, you need to register your organization. In the window that opens, start entering the organization's name or INN (taxpayer ID number). The system will display prompts with suitable options. Find and select your company.

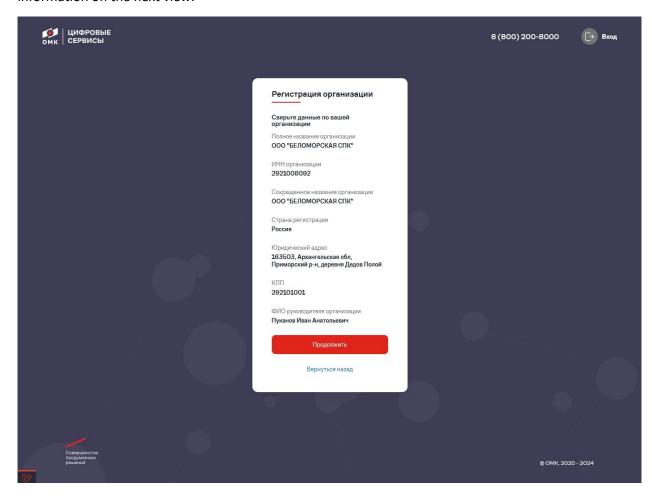
^{*}Please note that the tenders, lots, and bids depicted in the images below are not real, but are being used as examples only in this Guide to demonstrate how the service functions work.



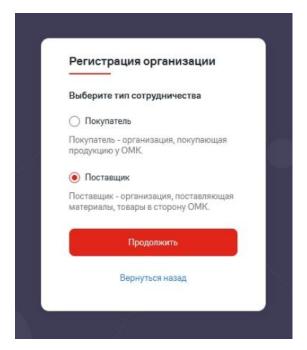


If your organization is already registered with Digital Services, the system will skip the next steps.

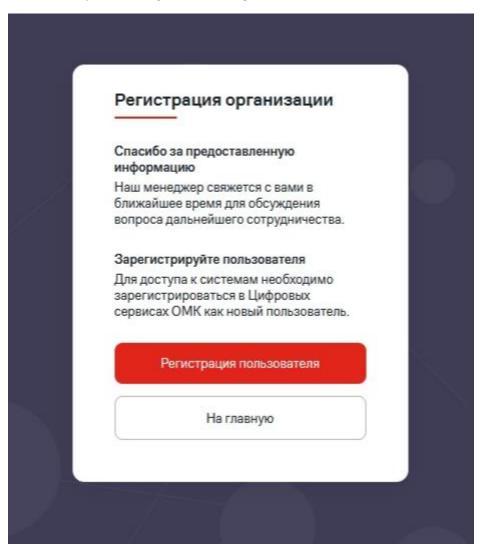
Your company's data will automatically load into the registration form. You will need to verify this information on the next view.



Next, select the type of cooperation. For participation in tenders, select "Supplier."

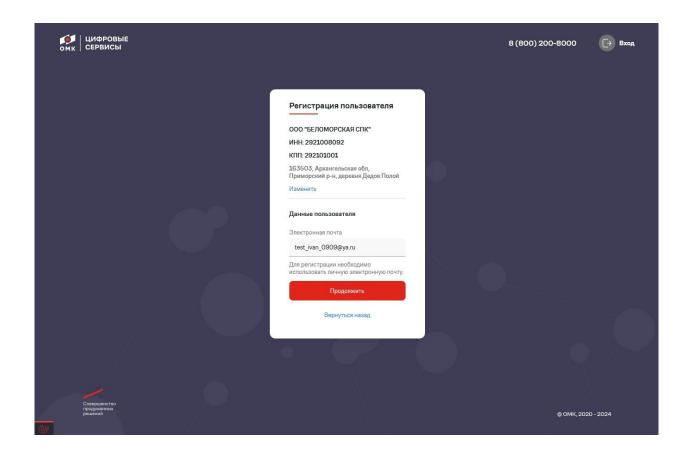


This will complete the organization's registration.

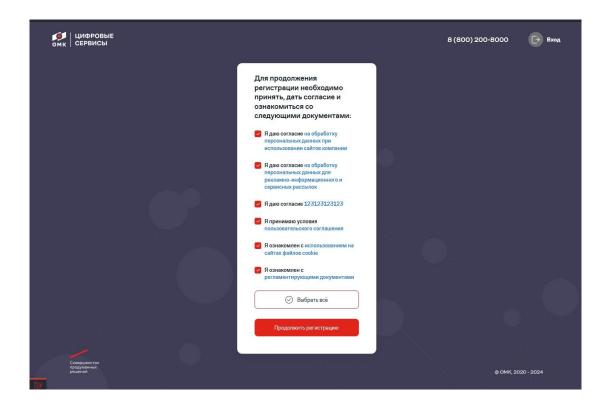


Step 2 User Registration

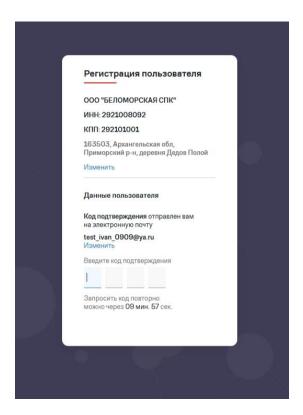
Next, register as a representative of the Organization. In the window that opens, specify your personal email address.



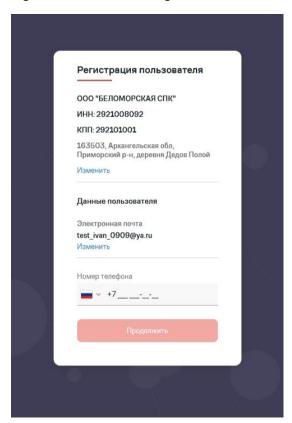
Then, familiarize yourself with the regulatory documents and rules.



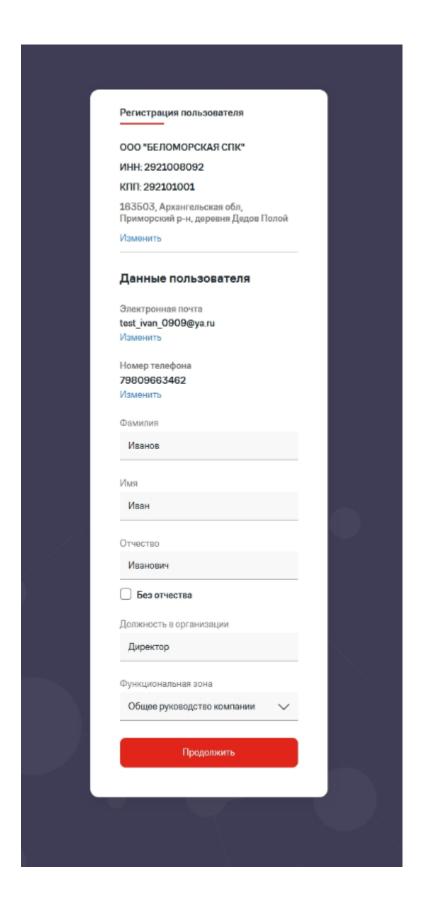
A confirmation code will be sent to the email address you provided. Enter the code in the form.



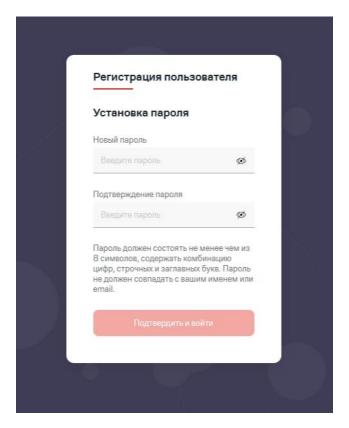
On the next screen, enter your personal mobile phone number. This number will be used as a backup login method for accessing the service.



The SMS will be sent to the specified number with a confirmation code. Enter the code in the form and click "Next." On the next screen, enter your personal information and your position in the organization. Then, select a functional area from the list.



The last step is to create and enter a secure password for accessing the service.

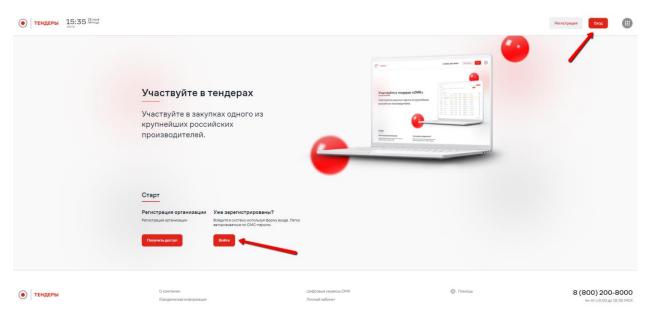


This completes your registration.

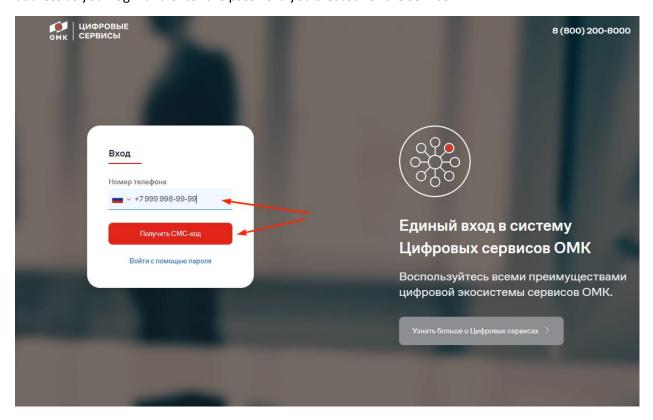
Once registered, you will remain authorized in the system. Then, go to the "Tenders" service.

Sign in to the Service

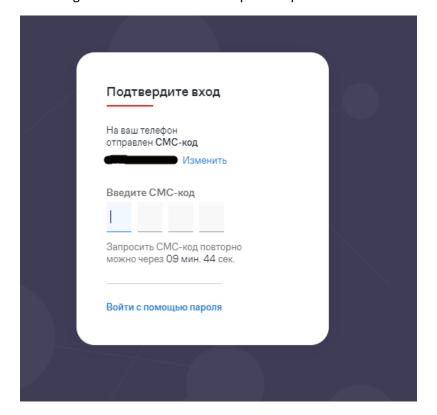
If you do not use the "Tenders" service https://tender.omk.ru/ for a certain period of time, you will be automatically deauthorized. To sign the service again, click the "Login" or the "Sign in" button.



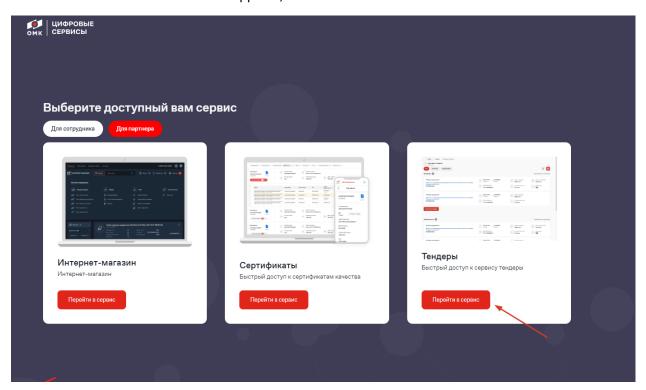
In the window that opens, enter your phone number and click the "Get SMS code" button. Alternatively, you can select the option to log in using a password. If you choose this option, specify your email address as your login and enter the password you created for the service.



A four-digit code will be sent to the specified phone number. Enter the code in the following window.



If a window with a choice of services appears, select the Tenders service.

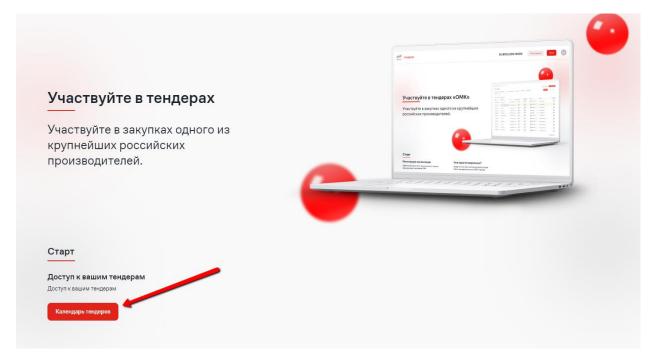


The service login has been completed.

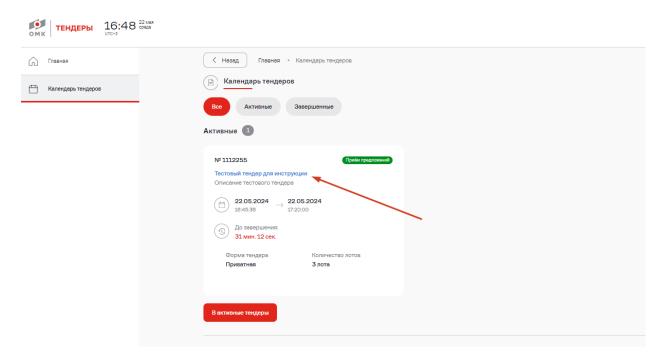
Participation in Tender

If your company has been invited to participate in the bidding process, you will receive an invitation email with a link to the bidding page.

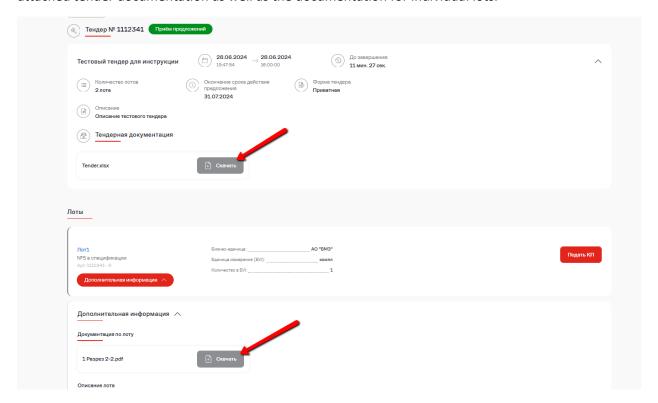
You can also find the tender in the Tender Calendar.



A card with basic information on the tender is displayed in the tender calendar. Open the tender page:

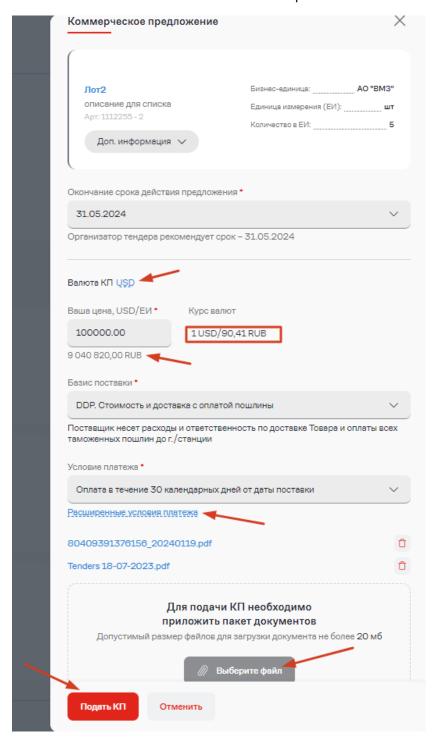


Once the tender is published on the platform, it is given the status of "Accepting bids." The header of a tender page displays its key parameters and the list of tender lots. Tender participants can download the attached tender documentation as well as the documentation for individual lots.



Submission of bids

Tender participants are asked to submit bids for each lot. To do this, click on 'Submit Bid' button in the line with the lot. The bid submission form will open:



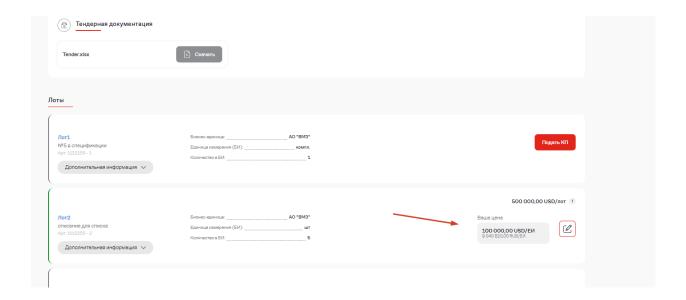
Lot information is displayed at the top of the form. Participants are required to complete the following mandatory fields (indicated with an asterisk on the form):

- Quote expiry. You need to select a suitable date in the calendar.
- Quote currency. The default currency is rubles. The participant can choose another currency from the list if necessary. Each time the participant edits their bid, they can change the currency. After that, the bid amount for the participant will be displayed in the selected currency. The reference amount will be displayed in rubles, converted at the current exchange rate of the Central Bank of the Russian Federation.

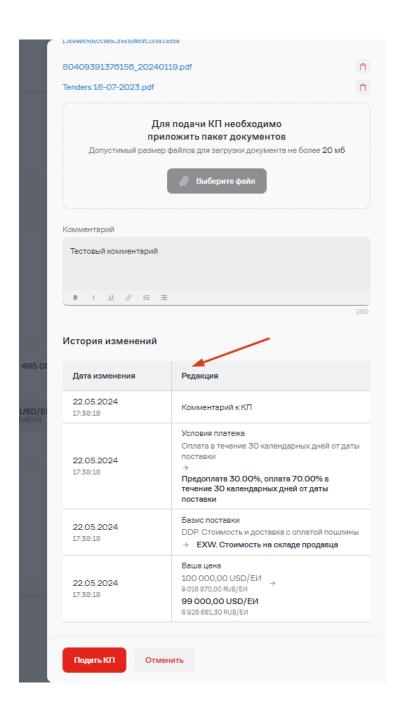
- Your price. Enter the amount of the bid. Please note: the bid amount for lot is indicated per lot unit of measurement!
- Basis of Supply: Select one of the options from the drop-down list.
- Terms of payment field can be filled out in two ways: choose one of the options in the dropdown list or click on the "Advanced payment conditions" link to use the filter builder.
- **Bid documents:** you have to attach the required document package together with the bid. You can attach documents either one by one or in bulk. You can drag and drop documents onto the form or select a file from local storage. The list of attached documents is displayed on the participant's bids submission form as a list of their names.
- **Comment** if necessary, you can fill in a comment to your price offer.

After filling in all the parameters of the bid, press "Submit the Bid" on the submission form.

The Participant's submitted bid is recorded in the system and displayed on the tender page. The bid amount for the entire lot is displayed in the top right corner of the lot line.

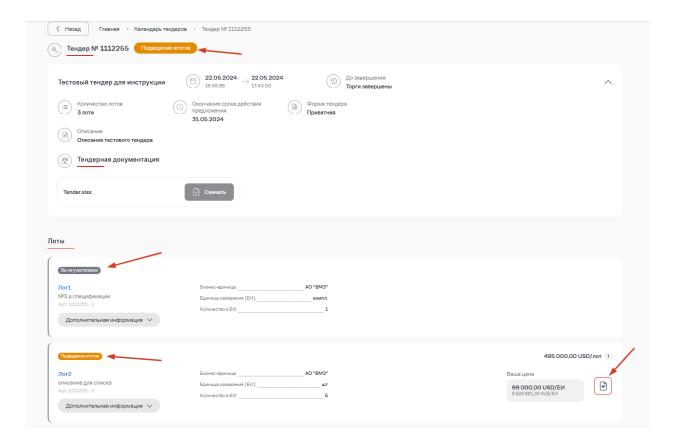


During the "Acceptance of Bids" stage, participants can edit parameters of their bids for a lot an unlimited number of times. In this case, the participant can increase or decrease the bid amount. All changes are recorded in a separate field of bid editing form.



Summing Up

After bid receiving stage is complete, tender participants will receive an email notification, and the tender will change to "Summing Up" status.



While the tender organizer processes the participants' submitted bids, the participants can view the intermediate states for the lots for which they submitted or did not submit bids and view the parameters of their submitted bids.

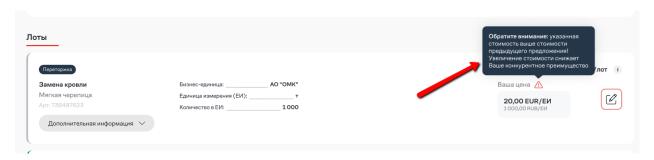
During the processing of a bid, the organizer can reject it, designate it as the winning bid, or forward it to the next stage of the tender for rebidding.

Rebidding

After the publication of the "Reauction" stage, the tender goes into the "Reauction" status.

When the reauction starts, its Participants will receive an additional letter and will again be able to edit their bids admitted to the reauction. Participants whose bids were not included in the reauction by lots also receive a separate notification by mail.

Participants in the re-auction can edit their bids' parameters for a lot an unlimited number of times. In this case, participants can increase or decrease the bid amount, depending on the re-auction settings (see the settings description below). If a participant increases the cost of their bid for a lot relative to the previous value, a warning icon will appear next to the lot.



Any changes the participant makes to their bid at the "Rebidding" stage are recorded in a separate field on the bid editing form. Rebidding can take place according to various business models, depending on the organizer's settings.

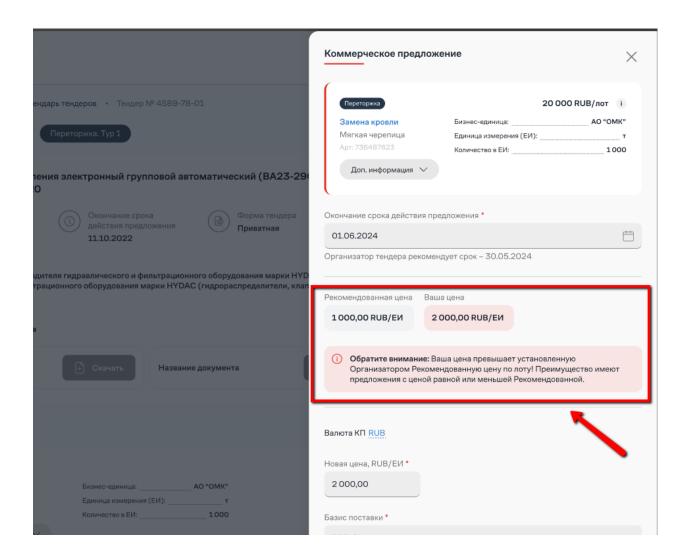
Closed Bidding

Once the setting is configured, participants in the rebidding process for a given lot will not see their competitors' bid prices for that lot (the setting is displayed in the tender header). At the same time, in addition to the closed form for bid submitting, the organizer can set the following settings separately or together:

Select the "**Show recommended prices**" setting. With this setting selected, auction participants will see the recommended price for the lot, as determined by the organizer.



The recommended price is just that a recommendation. If the participant's bid amount exceeds the organizer's recommended price, a message will appear on the bid editing form.



Important: the organizer can set or remove this setting at any time before the end of the re-auction phase.

Select the "Show price rating" setting. With this setting selected, participants will see a cup icon with their price rating (1, 2, 3, etc.) from the bid for the lot. The rating is automatically determined by the price: the lowest price has a rating of 1, etc.



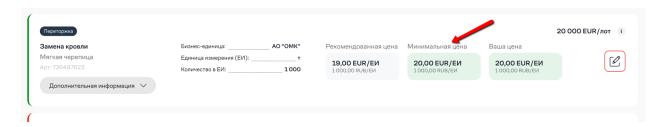
Important: During the active re-auction phase, the organizer can set or remove the setting.

Open Bidding

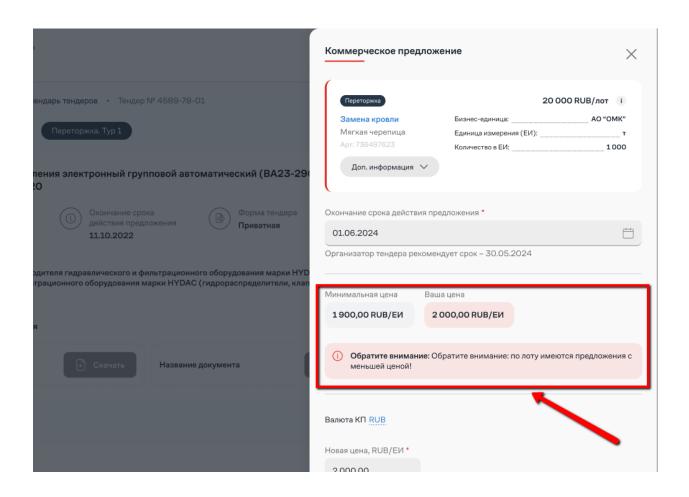
With this setting enabled, participants in the rebidding process can view their competitors' bid prices for the lot **in an impersonal format** if the organizer has enabled this feature. In addition to submitting bid in an open format, the organizer can set the following settings, either separately or together:

Select either the "Show min. price" or the "Show price rating" setting. If the bid submission form is open, the organizer selects one of the two settings when publishing the re-auction: "Show minimum price" or "Show participant rating."

If the "Show minimum price" setting is selected, participants will see the current minimum price of the competitor's bids in an **impersonal format**. This price is updated automatically if it is exceeded.

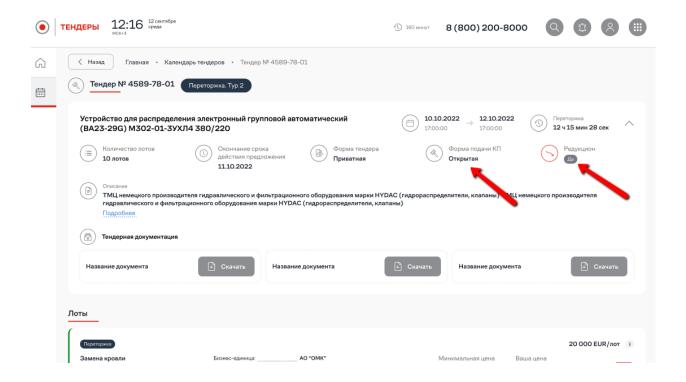


Min. The price is displayed per unit of measurement for the lot and is meant to serve as a recommendation, not a limitation. If the participant's bid amount exceeds the minimum bid price for the lot, a message will appear on the bid editing form.

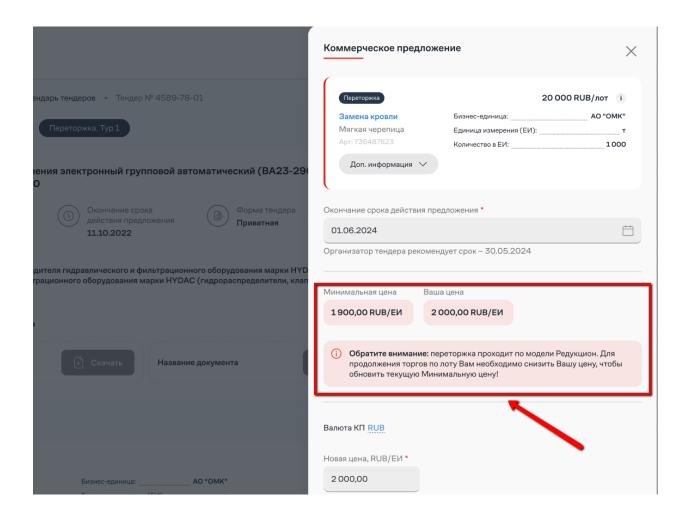


Important: During the active phase of the re-auction, the organizer can set or remove the "Show participant rating" setting.

The "Reduction" setting can only be selected if the bid submission form is open.

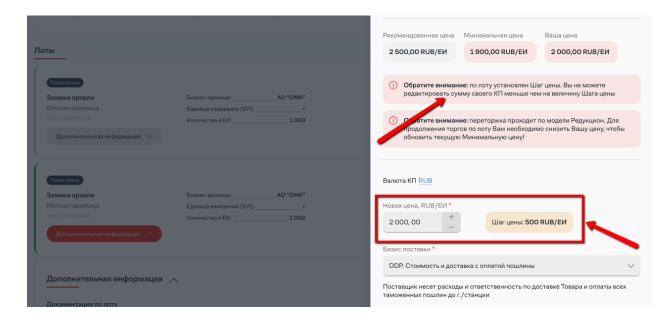


With this setting enabled, participants in the re-auction for a lot cannot set their CP price higher than or equal to the current minimum price of a competitor. To continue competing for a lot, participants must outbid their competitors.



Additionally, the "Show recommended prices" or "Show price step" settings can be enabled and will be described below.

The "**Show price step**" setting: This setting is only available with the Open bid Submission Form. With this setting selected, Reauction participants will see the price step for the lot that the organizer has determined. It serves as a limitation. Participants cannot reduce their bid amount by less than the price step.

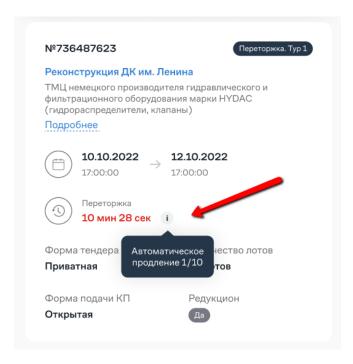


Important: The organizer can set or clear this setting during the active phase of the auction.

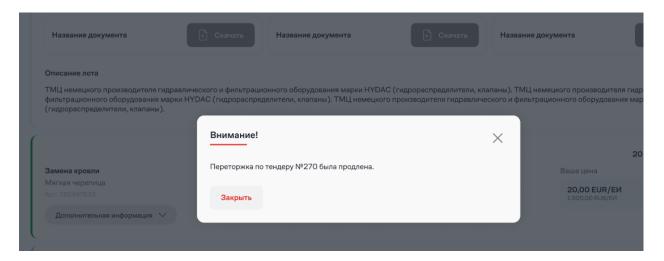
This is the "**Automatic Extension**" setting. This setting is applicable only if the bid Submission Form is open. A reauction with this setting works according to the following logic: If a Reauction Participant beats a Competitor's current minimum bid price for a lot within a certain period before the reauction ends (the period is set by the Organizer), the reauction automatically extends. The auction is extended for a period set by the organizer. The number of possible reauction extensions is also set by the organizer.

After the rebidding extension is triggered, the rebidding participant will see the following:

 The countdown timer for the end of rebidding will update in the tender calendar, on the tender card, and in the header of the tender page. An information icon will appear next to the timer.
When you hover over the icon, a message will appear in the following format: "Automatic extension 1/10."



• For a rebidding participant on any page of the service, a window will appear on top of all windows with the following message when the automatic extension of the rebidding is triggered: "Attention! The rebidding for tender No. _ has been extended!"



The re-auction ends if the Participants do not beat the minimum price for the lot during the extension period.

At the end of the re-auction period, participants receive an email notification, and the tender switches back to the "Summing up" status.

Completion of the Tender

After the tender is complete, the Tender Committee makes a decision on each lot and sends letters with the tender results to the Tender Participants. After that, the tender is marked as "Results summarized," and participants can view the results and the status of their bids on the tender page in the service.

